

ASSISTANT FINANCE DIRECTOR

DEFINITION

To assist the Assistant City Manager/Chief Financial Officer in managing and directing operations of the Finance Department and the fiscal affairs of the City, including accounting, accounts payable/receivable, purchasing and central stores, annual budget, payroll, investments, assessment districts, billing and collection of utility accounts and utility/billing customer service activities; to plan, organize and direct the activities of the department; and to provide highly complex staff assistance to Assistant City Manager/Chief Financial Officer.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant City Manager/Chief Financial Officer.

Exercises direct supervision over management, supervisory, professional, technical, and support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist in managing and directing the operational activities of the Finance Department.

Assist in developing department goals and objectives; assist in the development and implementation of policies and procedures.

Develop and implement the department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the Finance Department's budget; assist in budget implementation; participate in the forecast of funds for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Manage accounting, accounts payable/receivable, payroll, utility billing/customer services, and/or assigned licensing operations; participate in developing financing structures for assessment districts and related bond fund construction payment authorizations.

Oversee selection, configuration and implementation of computer software systems and related equipment used in Finance Department and City-wide financial operations and reporting.

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Serve as Finance Director in the absence of the Assistant City Manager/Chief Financial Officer as required.

Represent the department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of municipal finance including governmental fund accounting, budget, auditing, and/or utility billing operations and applicable computer software management and reporting systems.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations, and laws.

Principles and practices of organizational analysis and management.

Principles and practices of supervision, training and personnel management.

#### Ability to:

Assist in managing and directing operational activities of the Finance Department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Interpret and explain department policies and procedures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Six years of increasingly responsible experience in management of accounting, utility billing, or budgeting activities in a municipal or governmental environment, including two years of supervisor responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university, preferably with major course work in finance, public administration, business administration or a related field.

License or Certificate

Possession of a valid California driver's license.

03-14-20	Assistant Finance Director
04-18-14	Eliminated
08-25-12	
12-14-00	Assistant Finance Director