

**City of San Rafael
Job Class Specification**

Job Title: Finance Director

SUMMARY:

Under general administrative direction, manages and oversees the activities and operations of the Finance Department including financial reporting, general accounting, payroll, budget preparation, treasury function, debt administration, revenue management, business licensing and purchasing; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

DISTINGUISHING CHARACTERISTICS:

This is an exempt, executive level position in the Finance Department. Administrative direction is provided by the City Manager; responsibilities include the direct supervision over professional, management, technical and administrative support personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. This list is meant to be representative, not exhaustive; other related duties may also be assigned:

- Assume full management responsibility for all Finance Department services and activities including financial reporting, general accounting, payroll, budget preparation, debt administration, treasury function, revenue management, business licensing and purchasing.
- Manage the development and implementation of Finance Department goals, objectives, policies, and priorities for each assigned serve area; establish, within City policy, appropriate service and staffing levels; allocate resources accordingly.
- Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes.
- Oversee the annual fiscal year audit and participate in the review of the results of the annual audit with external auditors.
- Represent the Finance Department to other City departments, elected officials, and outside agencies; explain and interpret Finance Department programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.
- Select, train, motivate, and evaluate Finance Department personnel; provide or coordinate staff training; work with employees to correct deficiencies and motivate staff to excel.
- Plan, direct, and coordinate the Finance Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Manage and participate in the development and administration of the Finance Department and City budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Coordinate Finance Department activities with those of other departments and outside agencies and organizations.

- Provide staff assistance to the City Manager and City Council prepare and present staff reports and other necessary correspondence.
- Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Finance programs, policies, and procedures as appropriate.
- Participate in the issuance of debt; ensure timely and accurate debt services payments.
- Manage the City's investments and serves as the City's Treasurer.
- Prepare financial statements in accordance with generally accepted accounting standards.
- Stay abreast of new trends and innovations in the field of municipal finance.
- Respond to and resolve difficult and sensitive inquiries and complaints.

KNOWLEDGE OF:

- Operational characteristics, services, and activities of a comprehensive finance program.
- Pertinent Federal, State and local laws, codes, and regulations.
- Organization and management practices as applied to the analysis and evaluation of finance programs, policies, and operational needs.
- Modern and complex principles and practices of finance program development and administration.
- Principles and practices of accounting, financial reporting, auditing and bond financing.
- Information sources and research techniques in the fields of public administration, financial planning, accounting, annual budget, capital budget, and annual audit preparation and procedures.
- Advanced principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.

ABILITY TO:

- Provide administrative and professional leadership and direction for the Finance Department.
- Develop, implement, and administer goals, objectives and procedures for providing effective and efficient finance services.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Identify and respond to community and City Council issues, concerns, and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Prepare clear and concise administrative and financial reports.
- Interpret and apply the policies, procedures, laws, codes, standards, and regulations pertaining to finance programs and functions.

- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND/OR EXPERIENCE:

Any combination of experience and education that would likely provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education – Equivalent to a Bachelor's degree from an accredited college or university with major course work in directly related fields such as business administration, finance, accounting or public administration. A Master's degree is desirable.

Experience – Seven years of responsible accounting experience including two years of management and supervisory experience.

License or Certificate – Possession of a valid California driver's license and a satisfactory driving record. Possession of a CPA is desirable.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works in in-door conditions and regularly works near video display. The employee is occasionally expected to use a vehicle to travel to different work sites and locations. The employee may work in the evenings or on weekends. The noise level in the work environment is that of an office environment.

FLSA designation: Executive exempt
Prepared by: Human Resources
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