



Deputy City Manager / Director of Finance

Summary

Plan, organize, coordinate and direct one or more major City functional areas; provide policy guidance and coordinate the activities of assigned departments, divisions and services; foster cooperative working relationships with civic groups, inter-governmental agencies and City staff.

Class Characteristics

General administrative direction is provided by the City Manager; responsibilities include the direct and indirect supervision of management, supervisory, professional, technical, and/or support staff.

Deputy City Manager: Assists the City Manager to plan, organize, manage, and direct the overall activities and operations of the City government; to represent City policies and programs with City staff, community organizations, other agencies, and the public; to coordinate activities among and with other departments; to act in the absence of and to provide staff assistance to the Assistant City Manager, City Manager and City Council as directed by the City Manager; to review City department's annual budget requests and develop final expenditure recommendations for presentation to the City Manager. May supervise other senior managers and department heads; and perform related work as required under the general direction of the City Manager.

Director of Finance: Direct, manage, and oversee the activities and operations of the Finance Department, including financial reporting, accounting, payroll, budget preparation, treasury function, debt administration, revenue management, utility billing, business licensing, and purchasing; advise the City Manager and City Council on financial matters; coordinate assigned activities with other departments and outside agencies; serve as the City Treasurer and City Auditor; provide highly responsible and complex administrative support to the City Manager.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties - Deputy City Manager:

Provides the City Manager, Assistant City Manager, City Council and senior staff with advice and consultation on the development of City services and policies.

Assists the City Manager in developing, planning, implementing and administering Citywide goals and objectives as well as policies and procedures necessary to provide City services; and approves new or modified programs, systems, policies, and procedures.

Provides direction and advice to City department management; support staff, and coordinates interdepartmental activities as well as City activities with outside agencies and organizations. At the direction of the City Manager may provide formal, administrative supervision and support to other City departments.

When designated by the City Manager, may represent City Council policies with employees, other government agencies, the public, and community organizations.

Reviews department budget requests and proposals, overseeing formulation of the annual budget, long-range financial plan, and strategic planning and visioning; develops recommendations on final expenditure levels for presentation to the City Council.

Performs or supervises comprehensive management analyses in a wide range of municipal policies, organization, procedures, budgetary, and finance areas; and prepares and presents staff reports and other necessary correspondence.

Oversees expenditure controls for the adopted budget; and maintains a continued awareness of administrative practices and recommends changes to the City Manager.

May serve as City Manager on a relief basis.

Duties – Director of Finance:

Provide effective management and oversight of all Finance Department services and activities, including financial reporting, accounting, payroll, budget preparation, treasury function, debt administration, revenue management, utility billing, business licensing, and purchasing.

Develop, plan, and implement department goals, providing strong direction as to objectives, policies, procedures, and priorities; oversee short-and long-term planning.

Manage and participate in the development and administration of the City budget, Capital Improvement budget, and Finance Department budget; direct the monitoring of and approve expenditures; direct the preparing of and implement budgetary adjustments as necessary.

Oversee the annual fiscal year audit and participate in the review of the results of the annual audit with external auditors.

Monitor and evaluate the efficiency and effectiveness of City-wide financial methods and procedures and administrative and support systems; identify opportunities for improvement; direct the implementation of changes.

Coordinate Finance Department activities with those of other departments and outside agencies and organizations.

Provide administrative assistance to the City Manager and City Council; prepare and present reports to the City Council and various committees and commissions regarding City financial matters.

Serve as the City Treasurer pursuant to local ordinances and charter; serve as the City's budget officer, City Auditor, and financial advisor overseeing financial forecasting, investment management, and related financial activities.

Participate in the issuance of debt; ensure timely and accurate debt services payments.

Prepare financial statements in accordance with generally accepted accounting standards.

Provide effective direction, oversight, and participate in the development of the Finance Department work plan; assign work activities, projects, and programs; monitor work flow; review and evaluate work products, methods, and procedures.

Select, train, motivate, and evaluate personnel on a timely basis; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.

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

Conduct organizational and operational studies; recommend modifications to finance programs, policies, and procedures as appropriate.

Direct the negotiation and execution of a variety of contracts and agreements.

Perform related duties as assigned.

Skills/Abilities:

Plan, organize, manage, coordinate, and supervise the functions and services of the City to achieve efficient operations and achieve program goals. Prepare and administer the City budget and oversee fiscal records.

Direct the gathering, organization, analysis, and presentation of a variety of data and information.

Prepare clear, concise, and accurate records and reports. Evaluate, formulate, and develop recommendations on improvements to City operations, programs, and services.

Provide advice and consultation to the City Council on the development of ordinances, regulations, programs, and policies.

Communicate well during public presentations, in internal staff and City Council closed session meetings.

Exercise supervisory and management authority tactfully and effectively.

Effectively represent the City's policies, programs, and services with the public, community organizations, City staff, and other government agencies.

Establish and maintain cooperative working relationships with those contacted in the course of duties.

Physical Demands and Work Environment:

An employee is regularly required to, sit at desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Qualifications

Knowledge of:

Principles and practices of public administration including administrative analysis, fiscal planning, and control, policy, and program development.

Advanced principles and practices of municipal finance management and administration.

Federal, state, and local regulatory requirements, including applicable laws, codes, ordinances, regulations, and guidelines.

Organizational and management practices as applied to the analysis and evaluation of finance programs, policies, and operational needs.

Principles and practices of budget preparation and administration.

Principles and practices of accounting, financial reporting, auditing, and bond financing.

Information sources, and research and data analysis techniques in the fields of public administration, financial planning, accounting, annual budget, capital budget, and annual audit policy and procedures.

Principles and practices of effective public relations.

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

Principles and practices of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major course work in public administration, business administration, finance, accounting, or a field related to the essential functions of this position. A Master's degree with major course work in a related field is desirable.

Experience:

Five years of progressively responsible, professional public sector experience in municipal finance management or municipal administration, including three years in a supervisory capacity.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 10/18/21

Resolution #: 2021- 170 N.C.S.

Department: Finance, City Manager's Office

FLSA Status: Exempt