

FINANCE DIRECTOR

DEFINITION

To plan, organize, direct and review the activities and operations of the Finance Department including utility billing, payroll and budget; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

Exercises direct supervision over assigned professional, technical and administrative support staff.

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

Develop, plan and implement department goals and objectives; recommend and administer policies and procedures.

Coordinate 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.

Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the Finance Department budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments; lead development of City budget and fee schedule updates.

Select, train, motivate and evaluate personnel; 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.

Respond to media requests and Public Records Act requests.

Serve as Treasurer for Valley of the Moon Fire Protection District, as assigned.

Lead development of the City's annual audit and Comprehensive Annual Financial Report (CAFR).

Serve as administrator for online financial activities, including banking and payments.

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

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

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

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of government accounting, budgeting and auditing.

Generally Accepted Accounting and Auditing Principles.

Principles and practices of cost accounting.

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

Pertinent local, state and federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

#### Ability to:

Plan, direct and control the administration and operations of the Finance Department.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; 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; write or use a keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Prepare and administer department budgets.

Develop and implement department policies and procedures.

Supervise, train and evaluate assigned personnel.

Gain cooperation through discussion and persuasion.

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

Interpret and apply City and department policies, procedures, rules and regulations.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

#### Experience and Training

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

##### Experience:

Seven years of increasingly responsible experience in municipal finance; including three years of administrative and management responsibility.

##### Training:

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

#### License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

BUILDING INSPECTOR

DEFINITION

To perform technical inspections of residential, commercial and industrial buildings at various stages of construction, alteration and repair; to assist in the review of building plans and processing of permits; and to provide technical support to an assigned supervisor.

DISTINGUISHING CHARACTERISTICS

This is the journey level in the single level technical Building Inspector class. Incumbents initially perform the more routine duties assigned to positions in this series and work under close supervision. However, as experience is gained, incumbents are expected to perform the full range of duties as assigned with increasing independence.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Development Services Director/Building Official.

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

Plan, schedule, and perform field inspections of residential, commercial, and industrial construction projects.

Ensure that building construction is in compliance with related laws, codes, ordinances and regulations.

Research, interpret and explain codes, standards, requirements and restrictions; provide information to architects, contractors, engineers and the public.

Coordinate inspection and plans examination activities with other city departments and divisions.

Prepare reports, investigate code violations and issue violation notices, correction notices and abatement orders; maintain files and reports regarding inspection activities and findings.

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

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principals and practices of building construction and structural design.

Methods and materials used in building construction.

Pertinent local, state and federal codes, laws, and ordinances.

Engineering mathematics.

Relevant software programs.

Ability to:

Interpret and apply relevant codes and standards in the performance of building inspections.

On a continuous basis, know and understand all aspects of the job. Intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve building inspection activities; sit at desk for long periods of time; and stand at the counter to answer questions of the public.

Intermittently, walk, stand, kneel, climb, and bend in the field; perform simple and power grasping, pushing, pulling, and fine manipulation; intermittently write or use a keyboard to communicate, and occasionally lift or carry weight of 40 pounds or less.

Read and interpret building plans and specifications, and ensure compliance with all applicable codes, laws, regulations and ordinances.

Follow safe and proper inspection techniques to examine construction workmanship and materials.

Perform accurate arithmetical calculations.

Neatly and accurately prepare clear and concise reports, written correspondence, violation notices, correction notices and abatement orders.

Maintain accurate records of inspection activities.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

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

Work with various cultural and ethnic groups in a tactful and effective manner.

Communicate clearly and concisely, both orally and in writing.

### Experience and Training

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

#### Experience:

Two years of responsible building inspection experience.

#### Training:

Equivalent to an Associate's degree from an accredited college with major course work in building inspection, code administration, building safety, architecture, engineering or a related field.

### License and Certificate

Possession of, or ability to obtain, a valid California driver's license.

Possession of one or more International Code Conference (ICC) certificates in an Inspector, Plans Examiner or Building Official category or registration as a Licensed Architect or Registered Electrical, Mechanical, or Civil Engineer by the State of California.

Possession of, or ability to obtain and maintain, one or more ICC certifications in an Inspector category, within two years of appointment.

Possession of, or ability to obtain and maintain, an ICC Certification in a Combination Inspector category, within four years of appointment.

Possession of, or ability to obtain, a Certified Access Specialist certificate from the California Department of General Services within three years of appointment.

Possession of, or ability to obtain, a Certified Safety Assessment Program Evaluator or Coordinator designation from the State of California Office of Emergency Services within three years of appointment.