

EXECUTIVE DIRECTOR OF FINANCE & MANAGEMENT SERVICES

DEFINITION

Plans, directs and oversees the activities and operations of the Finance & Management Services Agency, which includes accounting, budget and research, payroll, building maintenance, corporate yard and fleet services, stores/warehouse, information systems, telecommunications, purchasing, reprographic and mail delivery services, and treasury and revenue processing.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Manage the development of agency goals, policies and priorities; consults with and advises the City Manager and other City officials regarding formulations and implementation of plans, policies and procedures relating to the financial administration of the City; directs managers in the accomplishment of goals.

Supervises the compilation and analysis of data and the preparation of special reports of varied accounting and administrative matter. Authenticates demands on department funds and supervises the record keeping of all city financial transactions. Monitors the account of all money paid into and out of the Treasury. Supervises the preparation of monthly and annual statements and reports of budget condition, revenue and expenditures.

Provides parameters and direction for managers in preparing budget proposals and supervises budget preparation and maintenance.

Monitors and evaluates the efficiency and effectiveness of accounting systems and service delivery methods by assessing procedures, work load, and internal reporting relationships; identifies opportunities for improvement and directs the implementation of change.

Selects, trains and evaluates principal subordinates and directs and reviews the selection and evaluation of other assigned personnel.

Performs other duties as required.

### MINIMUM BASIC QUALIFICATIONS

Extensive responsible management-level experience involving the administration and management of comprehensive financial services in a municipal finance agency. Graduation from an accredited college or university with a bachelor's degree in business or public administration, finance, accounting or a related field may be used in conjunctions with experience to meet the minimum qualifications. Experience, education and training must provide the knowledge and abilities listed below.

### DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of: operational characteristics, services, and activities of a municipal finance agency; organizational and management practices as applied to the analysis and evaluation of programs, policies and procedures; modern and complex principles and practices of financial administration, including revenue management and public utility accounting; auditing principles and practices; laws and ordinances relating to financial administration; standard procedures and practices of budget preparation and control.

Ability to: analyze complex problems and develop appropriate courses of action; plan, organize and direct the activities of professional, technical and clerical employees performing a variety of separate functions; establish and maintain effective working relationships with others.

Class title changed from Director of Finance-Assistant City Manager  
per Council Resolution No. 84-76  
effective 7-1-84

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