

ASSISTANT CITY MANAGER/CHIEF FINANCIAL OFFICER

DEFINITION

To plan, organize, direct and review the activities and operations of assigned departments including the Finance Department; to plan, direct, review and assure City compliance with Treasury-related laws, ordinances, codes, and policies and act as City Treasurer; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex financial and administrative support to the City Manager. This position is at-will and reports to the City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager.

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

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

Develop, plan, recommend, and implement Citywide financial strategies and activities related to the administration of investment, financing, and banking/operational programs; monitor financial trends, investment portfolios, economic conditions, and markets in order to predict impact on the City Treasury; evaluate input from department staff and others to determine appropriate courses of action and direct staff accordingly; administer policies and procedures.

Coordinate assigned operational activities among City departments and outside agencies and organizations; provide staff assistance to the City Manager; prepare and present staff reports and other necessary correspondence.

Develop and recommend City financial policies and actions to the City Manager as appropriate; administer treasury policies/procedures in accordance with the City's core purpose, mission, vision, and values; assure that treasury activities comply with legal requirements.

Oversee financial functions of the City's Finance Authority and Natural Gas Authority.

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 work flow; review and evaluate work products, methods and procedures.

Supervise and participate in the development and administration of the City and Finance Department's annual operating budget and capital improvement budget; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Develop and implement long and short-term strategic plans in support of department and City-wide goals and objectives.

Oversee the preparation of documentation related to the refinancing of existing debt and the issuance of new debt; direct the preparation of financial reports as required by law; prepare various financial reports and analyses requested by the City Manager and City Council.

Review, evaluate and recommend improvements to the City's administrative and financial internal control systems and procedures and ensure audit compliance.

Direct the design, implementation, and control of automated financial systems.

Oversee the general accounting functions of the City; provide financial support and assistance to City departments; ensure compliance with internal controls and standard accounting practices.

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.

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 employees and the public using principles of good customer service.

Ensure the City's Core Competencies of "Focus on People", "Build Trust", "Ensure Accountability", "Communicate effectively", "Collaborate Inclusively" and "Make Quality Decisions" are integrated into the workplace; model the City's Core Competencies in all interactions with the workforce and the community.

Serve as Acting City Manager in the absence of the City Manager

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Generally accepted accounting principles (GAAP) and governmental accounting standards board (GASB) and financial reporting for various transaction types.

Principles and practices of internal control procedures and practices as they apply to a public agency.

Principles and methods of finance administration, particularly in the areas of accounting, budgeting, auditing, purchasing, central stores, treasury, utility billing, business license and customer service.

California public agency financial practices, revenue sources and reporting.

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, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

#### 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 report 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, and communicate through written means.

Develop and implement department policies and procedures.

Gain cooperation through discussion and persuasion.

Successfully develop, control and administer departmental budget and expenditures.

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

Effectively administer a variety of finance activities.

Interpret and apply Federal, State, local and department policies, procedures, laws and regulations.

Develop and install sound accounting and related financial systems and procedures.

Prepare complex financial statements, reports and analyses.

Identify and respond to public and City Council issues and concerns.  
Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

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

#### Experience and Training

##### Experience:

Eight years of increasingly responsible experience in public accounting, financial analysis, public and private sector financing, and debt structuring experience including at least five years of administrative and management responsibility.

AND

##### Training:

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

#### License or Certificate

Possession of a valid California driver's license by date of appointment.

Possession of a Certified Public Accountant (CPA) license is highly desirable.

01-04-20	Assistant City Manager/Chief Financial Officer
01-05-19	Chief Financial Officer