



## ASSISTANT FINANCE DIRECTOR

DEPARTMENT: FINANCE

GRADE 52

### CHARACTERISTICS OF THE CLASS:

This is highly responsible managerial and administrative work of unusual difficulty assisting the Department Director in directing, appraising, analyzing, and coordinating all operations of the department, and in directing the operations and activities of the Budget.

An employee in this class is responsible for assisting in planning, organizing, directing, and coordinating departmental functions, handling a wide variety of special projects and assignments of high complexity and importance, and monitoring and overseeing projects to ensure satisfactory and timely completion. The employee relieves the Department Director of much operational detail in the functioning of the department and serves as Acting Department Director in the Director's absence. The employee also organizes, directs, and coordinates the citywide budget process including the formulation and execution of budgetary policies and procedures. Under the general direction of the Department Director, the employee exercises considerable initiative and independent judgment in performing work assignments; however, unusual or extremely difficult and technical problems are reviewed with the Director. Work is reviewed through written reports, staff meetings, conferences, and observation of results achieved.

An employee in this class must work effectively with and maintain communications with department directors, department budget coordinators, representatives of other governmental jurisdictions, private consultants and contractors, and subordinate personnel.

### EXAMPLES OF ESSENTIAL FUNCTIONS:

1. Assists the Department Director by establishing goals, objectives, and work plans, planning schedules, and developing policies and procedures.
2. Relieves Department Director of administrative details, interprets administrative policies, acts for Director on routine matters, represents the Director at conferences and meetings, and acts on all matters in the Director's absence.
3. Directs the preparation of the annual City-wide operating budget; supervises Budget staff; supervises the gathering, interpreting, recording, and distributing of financial data; prepares and/or supervises preparation of budget records and reports; monitors fiscal activities and insures compliance with applicable federal, state, county, and municipal requirements.
4. Conducts research; studies and analyzes a variety of special projects and assignments and makes recommendations; prepares and presents reports and studies.

### Assistant Finance Director – continued

5. Compiles, prepares, and presents financial records and reports on a regular schedule or upon request supplies specific information to administrative officials, the City Commission, the general public, and individuals requesting budgetary data.

6. Reviews the City's revenue and expenditure forecasts for the current and subsequent fiscal years; conducts cost analysis and budget impact studies and suggests cost-reducing alternatives and revenue enhancements; participates in the analyses of City financial policies; interprets financial and accounting data and formulates recommendations for action by the City Manager and City Commission.
7. Makes recommendations and decisions regarding operational policies, expenditures, plans, and other administrative matters as they affect the department; analyzes divisional requests and makes recommendations to the Department Director; prepares and administers the departmental budget.
8. Coordinates the Department's City Commission agenda item process including reviewing items for accuracy and completeness, and ensuring that items are submitted timely.
9. Recommends, in the interest of the City, that eligible applicants be hired, and that subordinate employees be reassigned, transferred, disciplined, suspended, terminated, promoted or commended; participates in the adjustment of grievances; participates in the administration of agreements resulting from collective bargaining negotiations; acts in a confidential capacity.
10. Performs related work as required.

**REQUIREMENTS:**

**A. Training and Experience:**

Have graduated from an accredited college or university with a Bachelor's Degree in business or public administration, with major coursework in accounting. A Master's Degree is preferred.

Have at least five (5) years progressively responsible work experience in accounting, budgeting or revenue administration in a medium to large governmental operation, at least two (2) years of which must have involved managerial responsibilities.

**B. Knowledge, Skills and Abilities:**

Extensive knowledge of and the ability to apply the principles and practices of organization, management, personnel, and financial administration in the operation of a complex municipality.

Extensive knowledge of the principles, practices, and methods of government budgeting.

**Assistant Finance Director – continued**

Considerable knowledge of approved principles and practices as applied to central accounting of expenditures and revenues, treasury and debt management.

Considerable knowledge of municipal rules, regulations, procedures, and functions and their relationship to the department.

Considerable knowledge of research methods and of the sources and availability of information.

Considerable knowledge of the required federal, state, and local laws concerning municipal financial operations.

Considerable knowledge of the organization, functions, and financial problems of city governments.

Ability to express ideas clearly and concisely, both orally and in writing to groups and individuals.

Analytical ability and skill in preparing administrative and statistical reports.

Ability to analyze financial record keeping and accounting problems and to recommend and establish adequate systems and procedures of reporting information relevant to effective administration.

Ability to establish and maintain effective working relationships with department directors, department budget coordinators, representatives of other governmental jurisdictions, private consultants and contractors, and other City employees.

**C. Physical Requirements: 3**

**D. Environmental Requirements: 2**

**E. Sensory Requirements: 3, 8, 9**