

CLASSIFICATION SPECIFICATION

CITY OF MARYSVILLE, CA

Date: November 2024

CLASS TITLE: Finance Director

FLSA STATUS: Exempt

REPORTS TO: City Manager

HIRING STATUS: At Will

JOB SUMMARY

Under executive direction from the City Manager, the Director serves as the principal administrative officer for the Finance Department; plans, directs, reviews, and manages department activities and operations encompassing a wide range of internal support services, including the City's operating budget, capital investment program, accounting and reporting, revenue collection, payroll, purchasing, employee benefits and risk management; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager; assures department compliance with and enforcement of applicable federal, state, and local laws, ordinances, and codes; manages and supervises staff; serves as a member of the City's Management Team.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification. The Director's duties are administrative/ managerial in nature, and the incumbent performs work that is of high complexity and often requires intense and exacting mental attention and ability to reason through and solve complex problems, with broad authority for overseeing the day-to-day operations of the Finance Department as well as responsibility for department strategic planning and goal setting.

The incumbent is also responsible for directing, supervising and integrating the work of all subordinate positions and classifications assigned to the Department. The incumbent has extensive contact with public officials, state/federal/local agencies, other public/private organizations and the general public. The incumbent exercises a high level of independent authority, working from broad policies to achieve objectives critical to the department's mission.

EXAMPLES OF WORK

Examples of Work are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it. Employees are responsible for all other duties as assigned.

Provides continuous leadership in carrying out the program mission, as amended from time to time, including:

- Plans, organizes, manages, leads, and directs the overall operations of the Finance Department, including those related to financial accounting, City payroll, accounts payable/receivable, budget development and control, cash management and investments, internal cash handling, tangible personal property assets, cost allocation planning, employee benefits and risk management programs.
- Selects, assigns, trains, directs, and evaluates subordinate staff; assures training and guidance for staff involved in all aspects of departmental services; oversees and implements disciplinary actions when necessary.
- Develops, plans, and implements department goals and objectives in accordance with the core purpose, mission, vision, and values of the organization; develops, recommends, and administers policies and procedures; establishes priorities; monitors the efficiency and effectiveness of department work products through quality control and related activities.
- Provide elected and appointed officers with financial information on City operations; administer and issue monthly and annual financial reports; provide the external auditor such information and explanations as may be required; explain and justify department programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues; develops strategies to increase department funding; develops and monitors grant-funded programs; monitors and approves budget expenditures.

- Reviews legislation and assures department compliance with appropriate laws, regulations, statutes, and codes.
- Participates as a member of the City's Management Team; aids the City Manager and the City Council on matters within the responsibility of the Finance Department; may serve as acting City Manager for brief periods during the absence of the City Manager.
- Coordinates assigned activities with City officials, other City departments, and outside agencies as appropriate; maintains effective working relationships with department staff, federal/state/local agencies, the general public and others; seeks to achieve positive public relations in all department activities; participates on committees and boards and in community activities as assigned; attends meetings, conferences, and workshops as assigned.
- Prepares complex statistical and narrative reports, correspondence, and other documents.
- Represents the City and/or Finance Department at meetings, conferences, and other public functions; identifies and resolves difficult public and human relations problems; responds to public inquiries and sensitive complaints.
- Presents oral and written reports to the City Council, professional groups, other interested parties and groups, and the public.
- Provides lead and/or support assistance in grant proposal preparation and administration.
- Performs other duties as assigned.

QUALIFICATION REQUIREMENTS

To be successful in this position, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EMPLOYMENT STANDARDS (position requirements at entry)

Any combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the job is qualifying. These employment standards would typically be achieved by graduation from an accredited four-year college or university with a degree in Accounting, Finance, Economics, Mathematics, Public or Business Administration, or similar major; and at least five years of broad and extensive experience involving administration and management of a comprehensive finance program of the sort required by municipal governments, including at least four years of project management and supervision of others engaged in such work.

KNOWLEDGE, SKILLS, AND ABILITIES (position requirements at entry)

Knowledge of:

- Contemporary accounting, auditing and budgetary theory, principles and practices and their application to a wide variety of financial transactions and activities with particular emphasis on fund accounting, auditing and budgeting practices.
- Operational characteristics, services, duties and activities of a comprehensive finance program, including transactional activities, administration of licenses and permits, preparation of complex technical reports required to be filed with the state under tight deadlines.
- Contemporary principles and practices of organization and management, supervision, training and procurement processes.
- Modern methods and techniques of conducting objective research.
- Manual and automated financial management information systems.
- Advanced principles and practices of municipal budget preparation and administration.
- Contemporary principles and practices of public personnel management and employment relations;
- Local government institutions, governance, and service delivery responsibilities.

Skill in:

- Use of modern office equipment, including computers, computer applications and software.

- Respond quickly and effectively in difficult situations.
- Analyzing administrative and organizational problems and making appropriate recommendations;
- Getting work accomplished through others.
- Coordinating multiple projects and meeting deadlines.

Ability to:

- Listen effectively.
- Communicate clearly, logically, concisely, and persuasively, both in writing and orally.
- Conduct complex technical subject matter research, either independently or as part of a group, requiring the application of quantitative and qualitative research methods, or application of state-mandated formats on prescribed schedules.
- Interpret complex and difficult administrative, financial, and operational situations, reducing them to their significant elements, and applying appropriate interpretations to the situations.
- Complete assigned tasks relying on broad descriptions of objectives, rather than on extensive, separate instructions requiring frequent supervision.
- Prioritize workload effectively to meet deadlines, frequently under rapidly changing conditions.
- Establish and maintain effective, cooperative working relationships with individuals and groups encountered.
- Formulate meaningful work programs in assigned areas of responsibility.
- Organize the work of subordinates to successfully achieve a common mission.
- Use computers and peripherals effectively in the accomplishment of assignments.

Language Skills:

- Well-developed listening, writing, and verbal communication skills, including the proper use of legal, scientific, financial, and subject matter concepts and terminology, conveyed with the intended audience in mind.

Reasoning Skills:

- Well-developed ability to define organizational, operational, and technical subject matter problems succinctly, to draw reasonable conclusions therefrom, to conceptualize solutions effectively, and to effectively relate those matters to others. The issues involved will regularly require incumbents to interpret a variety of technical instructions, possibly given in mathematical, diagrammatic, scientific, or statutory forms, and to deal with both abstract and concrete concepts.

PHYSICAL DEMANDS

The physical demands described here are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, walk, and stand.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Must be able to use telephone and computer keyboard.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderately quiet indoors and varying outdoors.

Workdays are frequently long, and work product deadlines are common.

Confidentiality is expected.