

DIRECTOR OF ADMINISTRATIVE SERVICES

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under administrative direction, plans, manages, oversees and directs the operations and services of the Finance Department, which includes treasury, general accounting, auditing, cash management, purchasing, payroll processing, employee benefits, utility billing, business licenses, developers agreements with financial components and computer network; serves as the City Treasurer; coordinates activities with other City officials, departments, outside agencies, organizations and the public; provides responsible and complex staff support to the City Council and City Manager; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Director of Finance** is the administrative management level class, which oversees all functions and operations of the Finance Department and is responsible for originating, carrying out, reviewing, interpreting and coordinating policies in the administration of a diversified accounting, investment, and computer network operations. This classification is distinguished from the next higher classification of City Manager in that the latter has overall responsibility for administering the City's operations.

SUPERVISION RECEIVED/EXERCISED:

Receives administrative direction from the City Manager. Exercises direct and indirect supervision over professional, technical, and office support personnel.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Accepts full responsibility for all Finance Department activities and services, including activities associated with treasury, general accounting, auditing, purchasing, payroll processing, utility billing, business licenses, fixed assets, and citywide computer systems; coordinates the City's investment portfolio as authorized; serves as the City Treasurer and finance officer for the Redevelopment Agency and the Cotati Facilities Financing Authority; coordinates activities with other City officials, departments, outside agencies, organizations and the public.
- Develops, implements, and maintains departmental goals, objectives, policies, and procedures; reviews and evaluates work methods and procedures for improving organizational performance, enhancing services and meeting goals; ensures that goals are achieved.
- Plans, directs, coordinates, and participates in the department's work plan; assigns work activities and responsibilities to appropriate department personnel; reviews and evaluates work methods and procedures; identifies and resolves problems and/or issues.

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- Oversees the selection, training, and evaluation programs for all Finance personnel; provides or coordinates staff training; identifies and resolves staff deficiencies; fulfills discipline procedures; reviews the work of department personnel to ensure compliance with applicable federal, state and local laws, codes, and regulations; interprets and enforces a variety of laws, codes, ordinances, regulations, and standards.
- Directs and participates in all financial management and computer network system activities; manages and coordinates the City's investment portfolio; coordinates, reviews, evaluates, and recommends improvements to administrative and financial internal control systems and procedures to ensure audit compliance; directs and participates in the preparation of a variety of records and reports ensuring timeliness, accuracy and compliance with appropriate laws, ordinances, and regulations.
- Serves as liaison with federal, state, regional, county, city, and special district agencies; provides responsible and complex staff support to the City Council, City Manager, and Department Heads; develops recommendations for policies, laws, ordinances, resolutions, and programs related to Finance activities.
- Coordinates the development of, manages and presents the City Budget to the City Council / Agency Board. Prepares the Finance Department budget; prepares forecasts of necessary funds for staffing, materials, and supplies; presents, justifies and defends programs, operations, and activities; monitors and approves expenditures; discusses and resolves budget issues with appropriate staff; implements adjustments as necessary; develops revenue forecasts, updates cost allocation plan and monitors expenditures on a regular basis; conducts and/or coordinates rate studies for utilities and other fees as required; assists in the development of the City's Capital Improvement Budget; prepares, notices and presents ordinances, resolutions, reports and presentations to the City Council and the Redevelopment Agency Board.
- Serves as a resource for department personnel, City staff, other organizations, and the public; coordinates pertinent information, resources and work teams necessary to support a positive and productive environment.
- Attends and participates in professional and community meetings; stays current on issues relative to the field of finance, portfolio management, and information systems; responds to and resolves sensitive and complex community and organizational inquiries, issues, and complaints; establishes and maintains a customer service orientation within the department.
- Establishes positive working relationships with representatives of community organizations, state/local agencies and associations, City management and staff, and the public.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of: Modern principles, practices and techniques of finance and information system administration, organization, and operation; Generally Accepted Auditing Standards (GAAS) and Generally Accepted Accounting Principles (GAAP); principles and practices of general, fund, cost, and governmental accounting; principles and practices of auditing and financial control; network based computer applications and design; methods and techniques of supervision, training and motivation; principles of mathematics; applicable federal, state and local laws, codes, and regulations, including those related to investments, purchasing and utility billing; principles and practices of budget administration; methods and techniques of scheduling work assignments;

standard office procedures, practices, and equipment; modern office equipment, including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling, and grammar; occupational hazards and standard safety practices.

Ability to: Plan, direct, manage, and coordinate the work of the Finance Department; develop and administer sound departmental goals, objectives, policies and methods for evaluating achievement, and performance levels; analyze complex financial and information system issues, make adjustments to standard operating procedures as necessary to improve organizational effectiveness; facilitate group participation and consensus building; attend evening meetings as required; negotiate and oversee consultant contracts; plan, organize, train, evaluate, and direct work of assigned staff; perform mathematical calculations quickly and accurately; interpret, explain and apply applicable laws, codes, and regulations; read, interpret, and record data accurately; organize, prioritize, and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to: Operate standard office equipment, including an office computer and a variety of word processing and software applications, including a variety of complex financial and accounting programs.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience: Any combination of education and experience that has provided the knowledge, skills, and abilities necessary for a **Director of Finance**. A typical way of obtaining the required qualifications is to possess the equivalent of five years of broad and extensive experience in financial management, including at least two years in a management or supervisory capacity, and a bachelor's degree in accounting, business administration, finance, or related field is desirable.

License/Certificate: Possession of, or the ability to obtain, a valid Class C California driver's license.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data, and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

FLSA: EXEMPT