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CITY OF GLENDORA

FINANCE DIRECTOR/CITY TREASURER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Under general direction, functions as the administrative head of a City department composed of financial services including accounting, payroll, accounts receivable and cashiering, budget, water and refuse billing, purchasing, business licensing, information systems, and City Treasurer; participates in the development of policies related to assigned areas of responsibility; as a member of the City's executive management team, reviews and assists in addressing general City concerns; performs related duties as required.

CLASS CHARACTERISTICS

Employees in Executive Management classes report to the City Manager and are responsible for the development and administration of programs designed to address primary areas of City service. The incumbent is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The incumbent must also function as a member of the City's management team and participate actively in addressing issues of concern to the City which at times may not have a direct impact on area of specialization.

ESSENTIAL JOB FUNCTIONS

These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Letters in parenthesis at the end of each function statement represent the abilities required to perform that function.

1. Plans, directs and coordinates the fiscal management program of the City including budget preparation and monitoring, collection and disbursement of revenues, accounting, financial reporting and auditing and investment of funds. (a b d g j k p q r)

2. Monitors City compliance with Proposition 4 and various laws and regulations governing the administration of fiscal affairs. (a d j k o p)

3. Plans, directs, coordinates and is responsible for investments and cash flow; develops and implements policies governing the investment of City funds; directs the investment program. (a b d h j k l p q)

4. Participates in the compilation of budget requests, preparation of preliminary and final budget documents, and various transactions required for budget control and administration. (b d n o p q r)

5. Monitors the financial activities of the former Redevelopment Agency and interfaces with Bond Counsels and bond holders. (a b c d f g h j k l n o p q r)

6. Directs the preparation of revenue, expenditure, debt, costs and other reports on departmental operations. (a b d g j k p)

7. Provides advice and counsel to the City Council and staff on fiscal planning, revenue, expenditure projections and related matters. (a b c j k o p)

8. Participates in determinations regarding automated information systems and coordinates related hardware and software acquisitions. (a b d g h j k l n)

9. Resolves complaints and problems which cannot be satisfactorily addressed by subordinates. (a b c f i j k p)

10. Coordinates departmental activities with other City departments and outside agencies. (a c j k p)

11. Participates in City management staff meetings; may serve on special task forces or direct the conduct of projects having general City-wide impact. (a b f j k p)

REQUISITE ABILITIES

The following generally describes the abilities required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

a. Communicate clearly and concisely, both orally and in writing.

b. Research and prepare complex reports on a variety of subjects.

c. Establish and maintain effective relationships with the community at large, the City Council, and other public officials.

d. Plan, direct, and coordinate accounting, purchasing and stores, and revenue collection, treasury management and licensing programs and manage a department.

e. Select, train, supervise and evaluate employees.

f. Represent the City in a variety of meetings.

g. Make decisions regarding operational and personnel functions.

h. Operate programs within allocated amounts.

i. Respond to emergency and problem situations in an effective manner.

j. Understand, explain and apply policies and procedures.

k. Analyze unusual situations and resolve them through application of management principles and practices.

l. Develop comprehensive plans to meet future City needs/services.

m. Deal constructively with conflict and develop effective resolutions.

n. Plan and enforce a balanced budget.

o. Develop new policies impacting department operations/procedures.

p. Interpret financial statements and cost accounting reports.

q. Analyze financial issues as they relate to City services.

r. Develop programs to fund City services.

MARGINAL FUNCTIONS

These are position functions which may be changed, deleted or reassigned to accommodate an individual with a disability.

QUALIFICATIONS GUIDELINES

Education and/or Experience *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

A Bachelor's degree or equivalent with major work in public or business administration, accounting or a closely related field and five years of progressively responsible experience in governmental accounting including at least three years as an Assistant Director or in a high level municipal finance supervisory capacity.

Knowledge and Skill Levels

Thorough knowledge of municipal accounting and finance administration principles, systems, procedures, reports and practices; management and organization theories, principles, practices and methods; laws and regulations which govern municipal finance administration; treasury management and investment programs available for municipal funds; sources of revenue to fund City services; municipal budgeting processes.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that 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 job functions.

Environment: Work is performed primarily in a standard office setting. Duties are typically performed at a desk or computer terminal; subject to noise from office equipment operation; frequent interruptions and contact in person and on the telephone with a variety of City staff and others. At least minimal environmental controls are in place to assure health and comfort.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised by *Johnson & Associates LLC* June, 2006