

**FINANCE/HUMAN RESOURCES DIRECTOR****DEFINITION**

Under administrative direction of the City Administrator, plans, organizes and provides direction and oversight to and personally performs professional level work in support of all City financial activities; functions as the Chief Financial Officer for the City; coordinates the production and the administration of the City's budget; directs and supervises human resources activities, including job classification, recruitment and selection of employees, and compensation and benefit plan administration; participates in bargaining unit negotiations and deals with grievances, Equal Employment Opportunity and Americans with Disabilities Act issues; oversees workers' compensation, specified risk management, and purchasing functions; provides assistance to City management staff in areas of expertise; and performs related work as assigned.

**CLASS CHARACTERISTICS**

The Finance/Human Resources Director directs and participates in all City fiscal, human resources and risk management/insurance activities. The work involves both the oversight of functions and activities and performance of many of the reporting, auditing, contract interpretation, and other day-to-day functions. Responsibilities include coordinating the activities of the department with those of other elected and appointed officials and managing and accomplishing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administrative discretion in their execution.

**EXAMPLES OF DUTIES** (Illustrative Only)

- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the office; prepares and administers the budget for the department and City financial and human resources functions.
- Plans, organizes, administers, reviews and evaluates the work of staff.
- Provides for the selection, training, and work evaluation of department staff; authorizes discipline as required; provides policy and procedural guidance and interpretation to staff.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs.
- Formats and implements systems and procedures related to financial record keeping, controls and reports; provides comprehensive financial management services and solves varied accounting and related problems.
- Coordinates the production of the annual budget for the City; calculates cost distribution, incorporates departmental projected budgets and provides for the production and distribution of preliminary and final budget documents; provides for financial forecasting and planning.
- Directs and participates in the City investment process; maximizes income and safety through daily investments as well as long-range investment policies; secures tax-exempt and other financing as required.

- Organizes and directs accounts receivable, accounts payable, reporting, payroll, taxation and fee collection and related financial functions.
- Prepares or directs the preparation and reconciliation of journals, ledgers and other accounting records; prepares or directs the preparation of records and reports for submission to various regulatory and other governmental agencies.
- Makes presentations of City financial status and operations to the City Council; represents the City in meetings with governmental agencies, vendors, business and professional organizations and the public.
- Prepares comprehensive annual Financial Statements, including narrative, financial and statistical data.
- Directs City human resources activities and functions, including recruitment and selection, classification, compensation, benefits administration, labor relations and negotiations and administration of Memoranda of Understanding, dealing with EEO and ADA issues and workers' compensation management; acts as the City's disability officer.
- Coordinates specified risk management activities, including the procurement of appropriate insurance coverage.
- Oversees, coordinates and provides information required for the annual City financial audit; responds to and implements auditor's recommendations.
- Oversees business license, accounts receivable, accounts payable, payroll and other financial functions of the City.
- Prepares and directs the preparation of a variety of written correspondence, reports, procedures, ordinances and other written materials.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect departmental operations; implements policy and procedural changes as required.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of public agency finance, including investment, treasury, general and governmental accounting, auditing and reporting functions.
- Principles and practices of public agency budget development, administration and accountability.
- Principles and practices of a comprehensive public agency human resources program, including recruitment and selection, classification and compensation, benefits administration and employee relations.
- Principles and practices of public agency risk management, purchasing and contract administration.
- Information technology hardware and software, particularly as related to financial and administrative functions.
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff.
- Applicable laws, codes and regulations.

- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, regulatory and legislative organizations.
- Techniques for dealing with a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone.

**Skill in:**

- Planning, organizing, administering, reviewing, evaluating and personally participating in a comprehensive public agency financial management program.
- Planning, organizing, administering, reviewing and evaluating a public agency human resources plan.
- Maintaining an effective investment portfolio within the guidelines established by the City.
- Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing and operational use.
- Administering programs and the work of professional and technical staff
- Selecting, training, motivating and evaluating the work of staff.
- Providing for the training and professional development of staff.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the City in meetings with governmental agencies, contractors, vendors, and various business, professional, regulatory and legislative organizations.
- Preparing clear and concise reports, correspondence, policies, procedures and other written materials.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

**Education and Experience:**

Equivalent to graduation from a four year college or university with major course work in accounting, economics, business or public administration or a field related to the work and three years of supervisory or administrative experience in maintaining financial records and preparing statements in a public agency setting. Experience in the human resources function is highly desirable.

**License:**

Must possess a valid California class C driver's license and have a satisfactory driving record.

**Physical Demands:**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.