



POSITION DESCRIPTION

Job Title: Assistant City Manager/Finance Director

Department: Finance

Reports To: City Manager

FLSA Status: Exempt

SUMMARY: Position provides responsible and complex professional assistance to the City Manager and City Council in coordinating and directing City-wide activities and operations; assists in the executing of the long-term vision for the City in collaboration with the City Manager, City Council and Department Heads; Fosters cooperative working relationships among City departments and various public and private groups; acts as City Manager in the City Manager's absence. As the Department Head for the City's Finance Department, manages all fiscal operations and investments of the City. Plans, organizes, provides direction and leadership to the Finance Department, and directly supervises professional accounting personnel. Functional areas of the Department include, but are not limited to: Accounts Payable, Accounts Receivable, Budgeting, Business Licenses, Capital Projects, Collections, Community Giving, Fixed Assets, LID's, Payroll, Purchasing, Transient Lodging Tax, and Utility Billing.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned. Represents the City in meetings with governmental agencies, community groups, and various businesses, professional, educational, regulatory, and legislative organizations.

Serves as primary advisor to the City Manager. Assists the City Manager with implementing Council goals. Serves as Acting City Manager when needed.

Develops, plans, and implements department goals and objectives; determines and administers policies and procedures. Directs, oversees, and participates in the development of the Department's work plan; assigns work activities, projects, and programs; monitors workflow; reviews and evaluates work products, methods and procedures.

Oversees and administers the activities of the Finance Department in accordance with City goals and objectives.

Manages the receipt and disbursement of all City monies and the investment of City funds.

Directs preparation of long and short-range funding methods through consultants and financial services vendors.

Directs cost analysis, financial and statistical data for management purposes and preparation of audit documentation required for the disbursement of City funds in accordance with official established procedures.



Maintains accounting control and cost analysis of local improvement districts, including all facets of bonding and collection of assessments.

Directs preparation and monitors the City's capital and operating budget, including grant administration, revenues and expenditures.

Directs preparation of financial statements, cost reports and statements of receipts and expenditures at regular intervals. Reviews and analyzes statements for compliance and accuracy.

Maintains system of control to ensure that expenditures do not exceed budgetary appropriations and keeps the City Manager and Department Managers advised of the financial conditions of their programs through standard reporting systems.

Responsible for approval, audit, and any certification of all claims against the City for personal services, materials and services and capital expenditures.

Directs the maintenance of a central accounting system for the City and the Urban Renewal District in a manner consistent with established, accepted governmental accounting standards and practices to guarantee the ability to produce cost, financial and statistical data for management purposes and to meet statutory requirements.

Develops or directs preparation of procedures for utilization of the central accounting system and other and services provided by the Department.

Advises City Manager on fiscal issues provides financial advice and technical assistance to the City Council, City Manager and Department Managers.

Coordinates with other departments and facilitates collaboration with public agencies, businesses, non-profit organizations, and community groups.

Directs the central purchasing and fixed asset inventory systems. Maintains inventory records of all municipal property.

Coordinates with staff in the formulation of annual and long-term budget estimates for the Finance Department and controls budget expenditures. 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; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assess and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change. Develops and monitors safety programs within divisions.

Selects, develops, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and



performance appraisals; works with employees to correct deficiencies; implements discipline and termination procedures according to City policies. Directs and manages recruitment initiatives.

Responds and resolves difficult customer inquiries and complaints.

Drives to city facilities, vendors, training programs, and meetings as necessary.

SUPERVISORY RESPONSIBILITIES: Directly supervises mid-level management in the Finance and Program Coordinator. Oversees work of outside consultants. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

COMPETENCIES: To perform the job successfully, an individual should demonstrate the following competencies:

Adaptability - Adapts to changes in the work environment; Manages competing demands; Able to deal with frequent change or unexpected events; Changes approach or method to best fit the situation.

Analytical - Synthesizes complex or diverse information; Collects and researches data; Uses intuition and experience to complement data; Designs workflows and procedures.

Attendance & Punctuality – Consistently at work and on time; Arrives at meetings and appointments on time.

Change Management - Develops workable implementation plans; Communicates change effectively; Builds commitment and overcomes resistance; Prepares and supports those affected by change; Monitors transition and evaluates results. **Cost Consciousness** - Works within the approved budget; Conserves organizational resources; Develops and implements cost saving measures. **Crisis Management** – Able to maintain calm in non-standard situations; Recognizes what is most suitable in a given situation; Exhibits decisiveness and responsibility; Knows when to consult and involve others.

Customer Service - Manages difficult or emotional customer situations; Understands and applies the principles of quality customer service; Responds promptly to customer needs and to requests for service and assistance; Solicits customer feedback to improve service.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Dependability - Follows instructions and responds to management direction; Takes responsibility for own actions; Keeps commitments; Completes tasks on time or notifies appropriate person with an alternate plan.



Diversity - Shows respect and sensitivity for cultural differences; Promotes and supports a harassment-free environment.

Ethics - Treats people with respect; Inspires the trust of others; Works ethically and with integrity; Upholds organizational values.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for help when needed.

Innovation - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.

Interpersonal Skills – Focuses on cooperatively resolving conflict; Maintains confidentiality; Actively listens to others without interrupting; Conveys a positive image of the City and its services; Keeps emotions under control; Remains open to others; ideas and tries new things.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.

Managing People - Includes staff in planning, decision making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Solicits and applies customer feedback (internal & external); Fosters quality focus in others; Improves processes and services; Continually works to improve supervisory skills.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Oral Communication - Speaks clearly and persuasively; Listens and gets clarification; Responds well to questions; Participates in meetings; Demonstrates group presentation skills.

Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.



Planning & Organizing – Prioritizes and plans work activities; Uses time resources efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics; Works well in group problem solving situations.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of status or position; Inspires respect and trust; Accepts responsibility for own actions; Follows through on commitments.

Project Management – Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project activities.

Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness; Applies feedback to improve performance; Monitors own work to ensure quality.

Safety and Security - Observes, and ensures others observe, safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses, and ensures other staff use, equipment and materials properly.

Strategic Thinking - Develops strategies to achieve organizational goals; Understands organization's strengths and weaknesses; Identifies external threats and opportunities; Adapts strategy to changing conditions.

Teamwork – Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.

Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.

Visionary Leadership - Displays passion and optimism; Inspires respect and trust; Mobilizes others to fulfill the vision; Provides vision and inspiration to peers and subordinates.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or



ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TECHNICAL KNOWLEDGE and ABILITY: Thorough knowledge of general laws and administrative policies governing municipal financial practices and procedures. Thorough knowledge of the principles and practices of accounting and budgeting in government including fiscal control. Thorough knowledge of modern office practices and of standard accounting and office equipment including a good understanding of computer systems and their application to municipal accounting and fiscal management. Thorough knowledge of employment practices, human resources best practices, employment regulation under Oregon Law, BOLI, and federal law.

Ability to analyze problems, identify alternate solutions and consequences of proposed actions. Implement recommendations in support of goals. Ability to formulate and install standard accounting methods, procedures, forms, and records. Ability to prepare informative financial reports. Ability to develop long-range plans and programs and to make sound decisions on matters of major policy and on complex administrative financial problems and to advise the City Manager of the formulation of fiscal policy. Ability to administer grants and budgets. Ability to apply Federal, State and local policies, procedures, laws and regulations.

EDUCATION and/or EXPERIENCE: Bachelor's or Associate's degree in accounting, Finance, Business or Public Administration; AND five (5) years of financial operations management experience; OR any equivalent combination of training, education, and experience that provides the required skills and knowledge to perform the job. CPA, CMA, GFOA designation or a minimum of five (5) years of direct incorporated municipality financial management experience will be given preference.

Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, City Council, and the general public.

Mathematical Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Computer Skills: To perform this job successfully, an individual should have an advanced understanding of computer systems and their application to municipal accounting and fiscal management; accounting software and spreadsheet software. Preference given to candidates with prior experience with Caselle accounting software.

CERTIFICATES, LICENSES, REGISTRATIONS: Possession of, or the ability to secure possession of, a valid Oregon driver's license.



OTHER SKILLS AND ABILITIES: Ability to plan, organize, direct and coordinate activities and employees of the department. Ability to communicate effectively in written and oral form. Ability to work effectively with officials, committees, the general public and other employees. Ability to ably represent the City at a regional and statewide level. Ability to establish and maintain cooperative working relationships with private, non-profit, and public stakeholders. Ability to build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

PHYSICAL DEMANDS and WORK ENVIRONMENT: The physical and work environment demands described here 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 functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand; walk and reach with hands and arms. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. The noise level in the work environment is usually moderate. Employee must have the ability to attend night meetings, attend out of town meetings and work a flexible schedule subject to the operational needs of the City. Employee may be subject to continual interruption and may have occasion to deal with irate individuals.