

CITY OF DALY CITY
JOB SPECIFICATION
EXEMPT POSITION

DIRECTOR OF FINANCE & ADMININSTRATIVE SERVICES

DEFINITION

Under direction of the City Manager plan, organizes and directs the financial activities of the City, including the general accounting system, and assists the City Manager in the development and administration of the annual budget, internal audits and financial reports, and does related work as required.

EXAMPLES OF DUTIES

Develops and implements goals and objectives. Plans, organizes, and directs the financial activities of the City including accounting, cash management, revenue collections, licensing, data processing, purchasing, central stores, payroll, budget, and risk management services. Plans, organizes and directs the activities of the Motor Vehicle Division. Assists in the preparation, implementation and control of the City's annual operating and capital improvement budget; forecasts City revenues, expenditures and year-end balances. Reviews, evaluates, and recommends improvements to the City's administrative and financial internal control systems and procedures and ensures audit compliance. Directs the design, implementation, and control of the automated financial system. Prepares and presents financial and administrative reports and resolutions to the City Council. Coordinates revenue management. Establishes and maintains a consolidated rate and fee schedule. Manages information system as it relates to City departments. Directs the preparation of financial reports as required by law; prepares various financial reports and analyses requested by the City Manager and City Council. Selects, supervises, trains and evaluates staff. Directs and coordinates all City purchasing activities.

MINIMUM QUALIFICATIONS

Knowledge of: Principles and practices of municipal and general accounting and finance administration, in the areas of accounting, auditing, budgeting, data processing, purchasing and risk management; long range financial forecasting' municipal investment practices; state and local laws, codes and statutes regulating the financial administration of City Government; principles and practices of organization, administration and personnel management.

Ability to: Interpret laws and ordinances; maintain and direct the financial systems of the City; formulate and implement budgeting and cost accounting methods and

JOB SPECIFICATION
DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES (PAGE 2)

procedures; plan, organize and supervise the work of a diverse and ethnically mixed staff; maintain effective working relationships with policy makers, administrative personnel, subordinates and general public; implement and manage in-house computerized systems; write and present concise and comprehensive reports. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis

Experience: Five years of progressively responsible professional accounting experience, including demonstrated management ability and skills in the field of municipal finance, and experience in administering in-house computer systems.

Education: Bachelor's Degree from college or university in Accounting, Business Administration, Public Administration or related field. A Master's Degree in the above fields and/or a C.P.A. is desirable.

License: Possession of a valid Class C California Driver's License.

R: 02/07