

CITY OF DALY CITY  
EXEMPT POSTION

**DEPUTY DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES**

**DEFINITION**

Under the general direction of the Director of Finance and Administrative Services, the Deputy Director serves as part of the department's management team and assists with planning, directing, coordinating and administering the functions of accounting, budgeting, and a wide range of support services including purchasing and central services, information services, utility billing, business licensing, payroll, risk management/self insurance and motor vehicle fleet maintenance.

**EXAMPLES OF DUTIES**

Responsibilities may involve direct or indirect supervision of any or all of the above functions with primary emphasis on risk management and insurance, budgeting, financial analysis, payroll, and purchasing and central services. The Deputy Director serves as acting Director of Finance in the absence of the Director or Assistant Director, may appear before the City Council or represent the department in various meetings and serves as chair of the City Web Committee which recommends and implements policy governing the City's Internet Web site. The Deputy Director serves as the City's Risk Manager with responsibility for the development and implementation of risk management and safety policies and procedures, administering the Workers' Compensation and General Liability Self Insurance programs and overseeing professional services provided by insurance brokers, claims administrators and safety consultants. The Deputy Director plays a critical role in the development of City operating and capital budgets including overseeing the capital budget process, the computerized capital project budgeting system and internal service fund financial management and cost allocation.

**MINIMUM QUALIFICATIONS**

**Knowledge of:** Current principles, practices and techniques of organization, administration, supervision, training, personnel management, governmental accounting, budgeting and financial management, risk management, purchasing and information systems and advanced applications of modern office software including Microsoft Word, Excel and PowerPoint.

## JOB SPECIFICATION

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**Ability to:** Deal tactfully, effectively and cooperatively with the public and all city officers and employees; exercise good judgment; analyze problems, identify alternative solutions and implement recommendations in support of organizational goals; communicate clearly and concisely both orally and in writing; select, effectively supervise and train subordinate employees; 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.

**Education:** Graduation from an accredited college or university with a Bachelor of Arts degree with major course work in Public Administration, Finance, Accounting or related fields. Additional certifications such as Certified Public Account/CPA or Associate in Risk Management/ARM or advanced degrees are desirable.

**Experience:** Six years of increasingly responsible program management experience in a public agency including three years in a supervisory capacity and a minimum of three years experience in governmental finance or accounting.

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

R: 02/2007