

## **ASSISTANT DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES**

### **DEFINITION**

Under the general direction of the Director of Finance and Administrative Services, the Assistant Director serves as part of the management team of this municipal department and assists with planning, directing, coordinating and administering the functions of accounting, budgeting, and a wide range of support services including business licensing, payroll, utility billing, information technology and other functional areas of the Finance Department.

### **EXAMPLES OF DUTIES**

Responsibilities may involve direct or indirect supervision of any or all of the above functions with primary emphasis on accounting, budgeting, financial analysis, payroll, and information technology.

The Assistant Director plays a critical role in the management of accounting functions and preparation of the Comprehensive Annual Financial Report; development of City operating and capital budgets including preparing complex financial analyses, working with contract financial consultants and actuaries, developing payroll projections and providing support to labor negotiations, developing strategies to improve workflow and service delivery, and overseeing the internal service fund financial management and cost allocation.

The Assistant Director also plays a key role in evaluation of the City's Enterprise Resource Planning (ERP) software system, including evaluation of the current and any future system, working with Finance staff in accounting, payroll, and information technology as well as Human Resources staff to ensure efficient implementation of all aspects of the system.

In addition, the Assistant Director prepares complex reports and presentations before the City Council and the public, represents the department in various meetings, resolves difficult and sensitive citizen inquiries and complaints, and serves as acting Director in the absence of the Director of Finance and Administrative Services.

### **MINIMUM QUALIFICATIONS**

**Knowledge of:** Current principles, practices and techniques of organization, administration, supervision, training, personnel management; principles of accounting and finance, including Generally Accepted Accounting Principles, governmental accounting, auditing, budgeting, financial management, revenue forecasting, risk management, automated financial information systems; and advanced applications of modern office software including Microsoft Excel, Word and PowerPoint.

**Ability to:** Prepare timely and accurate accounting and financial reports; analyze accounting systems and internal control procedures; recommend and implement changes for improvement; prepare computer spreadsheets, narrative reports and presentations; effectively supervise, train and coordinate the work of subordinate personnel; set goals and objectives for the work unit and ensure that they are carried out; develop performance criteria for the work unit and use the information collected to improve efficiency and effectiveness; interact positively with co-workers; deal tactfully, effectively and cooperatively with the public, elected officials and City employees; work independently and exercise sound judgment; interpret rules, policies and procedures; analyze problems, identify alternative solutions and implement recommendations in support of organizational goals; and communicate clearly and concisely both orally and in writing.

## JOB SPECIFICATION

### ASSISTANT DIRECTOR OF FINANCE & ADMINISTRATIVE SERVICES (PAGE 2)

**Education:** Graduation from an accredited college or university with major coursework in Accounting, Finance, Public Administration or related fields. Additional certifications (e.g. Certified Public Accountant (CPA) or advanced degrees) are desirable.

**Experience:** Six years of increasingly responsible experience in accounting, budgeting and management experience in a public agency, including four years in a supervisory capacity.

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

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