



## Director of Finance

### SUMMARY

The position of Director of Finance is an appointed position by the Town Manager. The individual in this position works at the pleasure of the Town Manager and receives all direction and supervision from the Town Manager. The position shall be responsible for planning, developing, implementing and administering a comprehensive financial purchasing and data processing program in accordance with policies of the Town Council of the Town of Apple Valley as administered by the Town Manager and for directing the activities of those departments providing financial services to the Town of Apple Valley.

### SUPERVISION RECEIVED AND EXERCISED

The Director of Finance shall receive general supervision from the Town Manager and, after orientation, shall exhibit sufficient initiative to accomplish assigned tasks with minimum direction. However, the Director of Finance shall be required to advise the Town Manager of any unusual or questionable conditions encountered in the area of responsibility.

**ESSENTIAL FUNCTIONS** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions but are an essential function. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Assisting the Town Manager in preparing and administering an annual municipal budget, assisting in the formulation of divisional and departmental policy.
- Assisting the formulation and implementation of municipal goals and objectives.
- Preparing budget estimates for those departments included in the Division of Finance.
- Monitoring and controlling division and departmental expenditures to assure conformance with approved budget allocations.
- Securing and administering available grant funds as required.
- Interpreting municipal division policy to department heads and other management personnel as required.
- Meeting with appropriate department heads to resolve problems concerning staffing, equipment and supplies.
- Coordinating the activities of individual departments to assure the delivery of high quality service to municipal resident.
- Encouraging professional advancement among finance personnel by providing adequate study, training and experience opportunity.
- Analyzing and evaluating the internal operations of the Finance Department to ensure adequate operating policy and procedure and to maximize departmental efficiency.

- Representing the Town and appropriate departments at community and professional meetings as required.
- Preparing and submitting required reports.
- Maintaining inventory records of municipal property in accordance with generally accepted accounting principles.
- The Director of Finance shall observe professional ethics in maintaining confidential information acquired in the course of employment.
- Performing related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience Guidelines**

*An equivalent combination of training and experience that would provide the required knowledge, skills and abilities may be considered. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, accounting, finance, or a related field, and shall have a minimum of five (5) years experience in financial administration, including a minimum of three (3) years supervisory experience. Masters Degree in administration, business administration, public administration or related curriculum and previous administrative experience in municipal or county government is highly desired.

### **LICENSE AND CERTIFICATION REQUIREMENTS**

- Valid California class C driver's license with satisfactory driving record and automobile insurance.
- Certified Public Accountant's certification is highly desirable.

### **Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary and contract administration functions.
- Applicable Federal, State, and local laws, codes, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of municipal government finance.
- Methods and techniques for writing and presentations, contract negotiations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing effectively with the public, vendors, contractors, and Town staff, in person and over the telephone.
- Techniques for effectively representing the Town in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

- Techniques for providing a high level of customer service to public and Town staff, in person and over the telephone.

**Ability to:**

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the Town.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations.
- Conduct effective negotiations and effectively represent the Town and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively represent the department and the Town in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle, and to visit various Town and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

*\*FLSA designations cannot be assigned to a class. An employer must show that each employee meets every requirement of the claimed exemption. The FLSA designation listed above is for general administrative guidelines.*