



ASSISTANT CITY MANAGER / FINANCE DIRECTOR

Job Description

The job description does not constitute an employment agreement between the City and employee and is subject to change. The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Class Title:	Assistant City Manager / Finance Director	Effective Date:	September 12, 2022
Working Title:	Assistant City Manager / Finance Director	Type:	Management/Supervisory
Department:	Finance / Administration	Supervisor:	City Manager
FLSA Status:	Exempt	Supervises:	Assistant Finance Director, Accounting Staff, I.T. Staff, Community Center Staff, Municipal Court Clerk, Administrative Specialist

CLASSIFICATION SUMMARY

The Assistant City Manager / Finance Director 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 Directors; and fosters cooperative working relationships among City departments and various public and private groups. While all Department Directors assume the duties of the City Manager as assigned, the Assistant City Manager / Finance Director is the primary member of the leadership team to act as the City Manager in the City Manager's absence.

As the Finance Director, the incumbent directs all activities of the Finance Department by determining policy, priorities, and use of resources in order to carry out the goals and objectives mandated by rules and regulations and the priorities determined by the City Council and Urban Renewal Board. The Finance Director manages all fiscal operations and investments of the City and Urban Renewal Agency. This position plans, organizes, provides direction and leadership to the Finance Department, and directly supervises professional, technical, and administrative staff. The major program functions include finance, budget, accounting, utility billing, municipal court, information technology, and front desk customer service.

SUPERVISION

This is a supervisory position. This position supervises assigned employees, which includes: scheduling and assigning work; mentoring, coaching, and training; developing work plans and reviewing work for completion; evaluating performance and providing necessary feedback to employee; setting work standards; imposing or effectively recommending necessary disciplinary action; responding to grievances; and making or effectively recommending hiring and termination decisions.

ESSENTIAL FUNCTIONS – DUTIES & RESPONSIBILITIES

An employee in this classification may perform any of the following duties; however, these examples do not include all the specific tasks which an employee may be expected to perform. Duties and responsibilities are subject to change by the employer as the needs of the employer and requirements of the job change.

It is the responsibility of every employee to represent the City of Keizer by responding to the public, citizens, its employees, and others promptly, professionally, and with courtesy. This includes regarding everyone, internal and external, as a customer and delivering the best service possible in a respectful and patient manner. Additional responsibilities include assisting other staff in the performance of their duties as assigned and operating a motor vehicle safely and legally while on City business.

40% Management & Leadership

Assistant City Manager: 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 and providing leadership to the organization. Serves as Acting City Manager when needed. Assists with communication efforts to city employees. Leads city-wide project teams.

Department Director: Determines department priorities by evaluating the needs of citizens and customers and assessing the availability of resources in order to implement policy effectively. Directs the administration of the department by evaluating the quality of services provided through meetings with reporting staff, exploring solutions to problems and selecting the best alternatives. Authorizes the redistribution of resources to meet changing needs. Resolves conflicts between reporting staff in areas of shared responsibility. Hires, supervises, motivates, trains, and evaluates performance and directs staff. Establishes priorities among requests from reporting staff and explains the need for additional resources to the Budget Committee in order to carry out the activities of the Finance Department. As a member of the City's senior management team, participates in citywide policy making. Coordinates activities with other departments in areas of mutual responsibility to ensure compliance with policies, objectives, priorities and applicable laws, rules, and regulations.

Accounting: Directs the accounting functions for the City's financial transactions as recorded to the general and subsidiary ledgers, including but not limited to payroll, accounts payable, utility billing, municipal court, accounts receivable, cash receipts, local improvement districts, liens, collections, federal grants and fixed assets. Ensures compliance with federal and statutory requirements, rules and regulations, and generally accepted accounting principles and practices.

Utility Billing: Directs the Utility Billing function for the City's water, sewer and storm water billings. Directs staff on issues with billing cycle; customer service, including disputes; billing system; collections; and the City's interagency sewer agreement with the City of Salem. Serves as liaison with the City of Salem regarding sewer services.

Municipal Court: Directs the Municipal Court function. Directs staff in coordinating weekly arraignment and hearing procedures, processing cases using municipal court system, receipting payments, account collections and assistance to defendants, including dispute resolution. Establishes and maintains working relationship with Municipal Court Judge.

Information Technology: Oversees the City's information technology department which is responsible for all technology-based aspects of the City's computer hardware, software, network, telephone system and building security access.

Community Center: Provides management for day-to-day operations of the Community Center. Supervises Community Center Coordinator, Community Center Assistant and Temporary Event Hosts, including scheduling, training, and event work assignment instructions. Reviews and approves facility use agreement/requirements (insurance, catering, alcohol, security needs, and room layouts) with Administrative Specialist and Community Center Coordinator. Schedules building access weekly with Facilities and IT staff. Oversees audio-visual requests. Schedules maintenance and repairs as necessary within the Community Center area. Prepares and manages the Community Center annual budget. Assists in the organization and implementation of City-sponsored events. Purchases supplies and services, as needed, throughout the year and for special events.

Administration: Directs the operation and supervision of the Administrative Specialist. Directs staff in interacting with and assisting customers and citizens, facility scheduling, supply ordering, mail distribution and office equipment maintenance.

20% Budget

Directs and facilitates the development and administration of all City budgets. Monitors the budget process in compliance with Oregon Budget Law. Serves as the City's Budget Officer at the appointment of City Council. Researches future trends and historical data for forecasting. Provides financial information and analysis to department directors for individual budget preparation. Coordinates presentation of the budget to the Budget Committee, Urban Renewal Board, and City Council. Responds to inquiries and requests. Drafts and recommends contingency plans and facilitates budget changes after adoption to meet unforeseen events. Drafts and updates the City's long-range financial plan.

20% Financial Analysis/Fiscal Compliance

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

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

Advises City Council and Urban Renewal Board on matters relating to fiscal policy, typically through preparation and presentation of staff reports at council/board meetings.

Coordinates Department activities with other departments, outside organizations and agencies. Analyzes all pertinent issues and information, assesses the impact of proposed policy on the provision of services to citizens/customers, including the fiscal impact to those citizens/customers. Determines the resources necessary to implement such policy in order to ensure efficient and effective services.

Responsible for assembling and analyzing historical financial data, identifying trends, providing forecasts, explaining analytical processes and techniques, and recommending course of action for strategic decision-making. Provides for long-range financial planning and analysis, revisions to financial planning policies and procedures, fiscal forecasts, rate and tax studies, and similar products as required to maintain the City's long-term financial health.

Ensures compliance with applicable statutes and laws relating to municipal finance and administration of the Urban Renewal District. Reviews current federal, state and local legislation for possible impact.

Develops and maintains adequate internal control procedures for all financial functions, including adequate separation of duties. Coordinates and implements financial policies and procedures, including but not limited to all accounting cycles and related functions, cash management, investments, bonded debt, and grant management.

10% Reporting

Directs and participates in the annual financial audit and preparation of the City's Annual Comprehensive Financial Report; reviews financial work papers for accuracy and completeness. Ensures the financial statements conform to generally-accepted accounting principles. Serves as staff liaison with independent audit firm and Audit Committee. Directs the preparation and distribution of monthly financial reports for the City Manager, and Department Directors. Interprets financial condition and makes recommendations for change as necessary. Compiles and submits various financial reports required to comply with federal, state and county requirements and those of various financial institutions such as rating agencies, banks, and bond trustees. Assists with the collection of performance measurement data from other City departments.

10% Cash, Investment and Debt Management

Manages the City's cash and investment portfolio. Ensures compliance with the City's investment policy and other investment regulations. Serves as liaison with the City's banking and investment services.

Manages the City's and the Urban Renewal District's long-term debt. Ensures that bond requirements are adhered to and payment schedules are met. Performs duties necessary to issue new debt, including review and approval of bond documents, discussions with bond council, financial advisors, bond trustees, and supplying and analyzing necessary information to address financial issues and capital financing. Ensures compliance with Tax Increment financing laws relating to the Urban Renewal District.

PHYSICAL DEMANDS – SAFETY – WORKING CONDITIONS

The physical demands (including lifting, mobility, movement and manual dexterity), work environment and working conditions described below 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.

Physical Demands

In the performance of job duties, the employee is frequently required to sit; talk or hear; walk; use hands to finger, handle, or feel objects, tools, or controls; bend; and reach with hands and arms. The employee must lift and/or move up to 10 pounds and infrequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distance, color and peripheral vision; depth perception; and the ability to adjust focus. Manual dexterity and coordination are required to perform the work. These abilities are necessary to use a computer and various software programs, calculator, phone, copy, and fax machines, and other related tools and equipment.

Safety

Employees must maintain a safe work environment by complying with City and Department safety policies and rules and by practicing safety while performing the essential functions of the position. This supervisory position is responsible to actively support safety and loss control measures for the City as a whole and to maintain accountability for safety and loss control issues within the department.

Working Conditions

In the performance of the job duties, the employee will perform the majority of this job in an office environment under usual office working conditions, including frequent/prolonged use of a computer, calculator, and telephone. Work is also performed in numerous meeting settings in offices, conference rooms, and public spaces. The noise level in the work area is typical of most office environments, with telephones, frequent interruptions, and background noises. Duties include contact with employees and customers in conflict situations.

This Assistant City Manager / Department Director position is the primary contact with the news media regarding financial and City-wide matters, including sensitive, difficult, or controversial issues. In addition, the position requires frequent use of interpersonal skills, teamwork, customer service skills and discretion; and continuously using decision-making skills, problem analysis, negotiation, independent judgment, and/or independent action.

MINIMUM QUALIFICATIONS

Education & Experience

Bachelor's degree in Accounting, Finance, or Business Administration required and Master's Degree preferred. Five years progressively responsible experience in municipal accounting and as a municipal director or manager, or any equivalent combination of education and experience which provides the knowledge, skills and abilities to perform the essential functions and responsibilities of the position.

Public service management experience must include:

- Work with revenue and taxation, quantitative methods, research techniques and report writing.
- Operating a computer to retrieve, edit, and manipulate data.
- Interpreting laws, rules or regulations, technical data, and reports.
- Writing clear and concise reports which include tabular and graphic presentations.
- Independent planning and implementing research projects.
- Working effectively in a local legislative environment.
- Orally communicating information effectively.

Professional management experience must include responsibility for the following:

- Development of program rules and policies.
- Development of long- and short-range goals and plans.
- Program evaluation.
- Budget planning and development.
- Media relations.
- Supervision of management, professional and administrative staff (hire, assign and review work, prepare performance evaluations, and handle disciplinary actions).

Licenses, Certifications & Other Requirements

Pass a comprehensive background investigation.

ADDITIONAL QUALIFICATIONS

Knowledge

- Considerable knowledge of municipal accounting practices and standards, internal control procedures, audit procedures, and office practices.
- Financial administration including principles, methods and procedures of governmental accounting, auditing, budgeting, investments, debt issuance, financial forecasting and analysis, purchasing, billing and collections, cashiering, and financial systems development.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs. Generally accepted accounting principles and other standards and procedures promulgated by Governmental Accounting Standards Board (GASB), American Institute of Certified Public Accountants (AICPA), and industry and professional bodies.
- Oregon budget law, principles and practices of municipal budget preparation, and other pertinent Federal, State, and local laws.
- Laws governing tax increment financing and administration of urban renewal districts. Principles and practices of investment portfolio management, methods available to municipalities for borrowing money and issuing debt.
- Knowledge of resources available, such as property taxes, tax increment revenues, sales and consumption taxes to fund government operations. Research and apply reporting methods, techniques, and procedures.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of organization, administration, and personnel management.

- Current social, political, and economic trends and operating problems of municipal government.
- Understanding of contemporary best practices in municipal management.
- Professional written and oral communication skills and supervisory/leadership skills.

Skill & Ability

- Use computers, financial software, spreadsheets, and word processing.
- Organize and prioritize work.
- Establish and maintain effective working relationships with the City Council, City Manager, the general public, department directors, bond counsel, auditors, bank personnel, vendors, peers in neighboring jurisdictions, and other business partners.

Licenses, Certifications & Other Requirements

- Certified Public Accountant (CPA) license preferred.
- Credentialed Manager Certification from the International City/County Management Association (ICMA) preferred.