

PUBLIC FINANCE & REVENUE MANAGER
Salary Range 18 (Management Salary Schedule)

DEFINITION

Under general direction, to plan, organize, and manage the City's Public Finance and Revenue programs; forecast and analyze City revenues in support of the annual budget; conduct cash-flow analyses; manage special assessment districts; analyze and administer public debt and treasury functions and minimize City borrowing costs; identify revenue collection opportunities; analyze City processes and programs and make recommendations for improved performance and service delivery; and to perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

This is a professional level single-position management classification responsible for the full scope of revenue and public finance processes, including providing reports and support as needed to all City departments and staff.

SUPERVISION EXERCISED AND RECEIVED

The incumbent reports to the Assistant City Manager/Chief Financial Officer and directly supervises assigned staff.

EXAMPLES OF DUTIES, KNOWLEDGE, AND ABILITIES

Duties may include, but are not limited to the following:

- Manages City's revenue and public finance programs and special assessment districts
- Forecasts and monitors City revenues; conducts cash-flow analyses
- Manages City debt issuance/administration and treasury functions
- Identifies opportunities to generate and collect municipal revenues
- Provides expert advice, analysis, and recommendations on Citywide revenue and budget issues to the City Manager, Assistant City Manager/CFO, elected officials, department heads and staff
- Serves as Administrative Service's liaison on economic and community development projects and programs
- Manages, analyzes, and updates City fees; assists with creation and administration of development impact fees
- Assists with the development of funding plans for City operating and capital programs
- Analyzes City processes and programs to develop solutions for City priorities and issues
- Plans, organizes and supervises the activities of assigned staff in the Administrative Services Department
- Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Principles and practices of public administration, project management, research and analysis
- Principles and practices of public agency financial management including Generally Accepted Accounting Principles (GAAP)
- Pertinent federal, state and local laws, rules, ordinances and regulations affecting municipal finance and taxation, government funding sources and revenue management
- Principles of budget preparation and revenue forecasting
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Computer applications related to financial accounting and reporting, word processing, spreadsheets, and database utilization
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- Proper use of the English language including grammar, spelling, vocabulary and punctuation
- Techniques for providing a high level of customer service to City staff and to the public in person, in writing and over the telephone
- Principles and practices of personnel management and supervision, goal setting, training and staff development

Ability to:

- Plan, organize, assign, train, supervise, review and evaluate the activities of staff
- Prepare, verify and analyze recommendations, reports, and financial and/or auditor statements, schedules, records and correspondence
- Perform mathematical and financial calculations
- Use statistical analysis and forecasting software
- Prepare administrative and financial reports with accuracy and in a timely manner
- Analyze, interpret, summarize and present administrative and financial information in an effective and accurate manner
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Represent City policies and programs with other government agencies and the general public as directed
- Prepare and present clear, concise, and logical written and oral reports
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines
- Organize and set priorities for a variety of projects and tasks in an efficient manner to meet deadlines

- Meet the physical requirements necessary to safely and effectively perform the assigned duties
- Use English effectively to communicate in person, over the telephone and in writing
- Develop, implement, and interpret goals, objectives, policies, procedures, and work standards
- Use computer technology and applications in the performance of daily activities
- Establish and maintain effective working relationships with those contacted in the course of the work
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

Minimum Qualifications:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. 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 accounting, finance, public administration or a closely related field **and** five (5) years of professional experience in public finance, accounting, budgeting, or public administration, preferably in a public agency, including two years of supervisory responsibility.

GENERAL QUALIFICATIONS**License Requirements:**

A valid California Class C driver license or higher with a satisfactory driving record is required at the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:

The incumbent appointed to this class must be physically able to perform the duties of this position, including the mobility to work in a standard office setting and use standard office equipment, including a computer; the ability to operate a motor vehicle and to visit various City sites and attend off-site meetings; vision to read printed materials and a computer screen; hearing and speech to communicate in person, before groups and over the telephone; finger dexterity to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment; ability to bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve and file information; occasionally lift and, carry reports and records that typically weigh less than 20 pounds.

Working Conditions:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances, and may interact with upset staff and/or public representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work on evenings, weekends and holidays, and participates in afterhours on-call assignments.

FLSA: E

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents may be required to follow any other instructions and to perform any other related duties as may be required by their supervisor.