

## **ASSISTANT CITY MANAGER/CHIEF FINANCIAL OFFICER**

Salary Range: 39 (Management Salary Schedule)

### **DEFINITION**

Under general direction, plans, directs, manages and evaluates the activities and operations of the Administrative Services Department which includes the Human Resources, Finance, Risk Management, and Information Technology Divisions; provides expert professional assistance and support to the City Manager; undertakes special projects as assigned; and ensures that performance objectives are established and accomplished in response to the goals and objectives adopted by the City Council.

### **DISTINGUISHING CHARACTERISTICS**

This is a single position executive management level classification with full responsibility for managing the administrative activities of several divisions through subordinate managers. In addition to providing designated staff and policy assistance to the City Manager in assigned areas, this position has administrative responsibility for policy development and program planning and implementation with citywide implications. The incumbent is accountable, through subordinate managers and supervisors, for accomplishing all department goals and for furthering City goals and objectives within general policy guidelines. This class is distinguished from the City Manager in that the latter has full administrative responsibility for city operations and functions.

### **SUPERVISION RECEIVED AND EXERCISED**

The Assistant City Manager/Chief Financial Officer reports to the City Manager and is responsible for providing direct and indirect supervision over management, professional, technical, and clerical personnel within the Administrative Services Department.

### **ESSENTIAL DUTIES, KNOWLEDGE, AND ABILITIES**

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

- Plans, organizes, assigns, directs, reviews and evaluates activities of the Administrative Services Department; including financial planning, cash management, investment management, debt financing, revenue administration and collection, purchasing, accounting functions, grant administration, risk management, payroll, human resources, , the annual City budget, internal fiscal control measures and information technology.
- Acts as the City Treasurer and Chief Fiscal Officer of the City.
- Participates on the city's negotiating team; oversees the preparation and costing of proposals and related research for labor contract negotiations; advises the City Manager and City Council on the status of labor negotiations; provides financial leadership in labor negotiations; assists the City's chief negotiator on labor relations strategies.
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the Administrative Services Department.
- Interprets and ensures compliance with local, state, and federal laws relating to payroll, human resources, purchasing, banking, debt covenants, investing and financial reporting.
- Plans, develops and implements City policies and procedures for accounting and financial record keeping and internal controls.

- Advises the City Council, City Manager, and City Attorney on a broad range of issues within areas of responsibility.
- Establishes, within City Policy, appropriate service and staffing levels for the Administrative Services Department; allocates resources accordingly.
- Plans, directs, manages and evaluates, through subordinate level staff, the Administrative Services Department work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Reviews, analyzes and prepares summary reports on the CalPERS actuarial and Other Post-Employment Benefits (OPEB) actuarial, and presents summary reports to the City Council.
- Advises and consults with the City Manager regarding the preparation of revenue and expenditure estimates, and the form and organization of the annual budget.
- Oversees and participates in the development and presentation of the annual City budget; supervises and controls the administration of the City budget once adopted.
- Directs the preparation and administration of the department budget.
- Reviews and analyzes legislation for impact on the City; works with legislators to develop or influence legislation; recommends revisions to proposed legislation.
- Oversees the preparation of the City's Comprehensive Annual Financial Report.
- Directs the preparation of financial, technical and administrative reports, memoranda, correspondence, studies, research and special projects.
- Oversees and ensures the financial compliance of the City's grants.
- Represents the Administrative Services Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
- Interviews and recommends selection of job applicants, appraises employee performance, conducts informal counseling on work issues, prepares documentation and improvement plans for deficiencies, and recommends disciplinary action for Department.
- Performs strategic financial analysis for debt management; manages all phases of debt financing including bond sizing, debt structure, official statement preparation, development and review of legal compliance.
- Coordinates and directs Bond Rating Agency Rating Reviews
- Provides technical direction and guidance to City management staff on financial matters; advises staff on sound fiscal policy, best practices, and Generally Accepted Accounting Principles (GAAP)
- Oversees the various municipal tax and revenue programs such as transient occupancy tax and business licenses
- Explains, justifies, and defends department programs, policies and activities; negotiates and resolves sensitive and controversial issues
- Attends and makes presentations at Council, interagency, committee and other meetings and conferences
- Participates as a member of investment committee
- Responds to and resolves difficult and sensitive citizen inquiries and complaints
- Evaluates long-term requirements for information technology equipment and makes recommendations related to product acquisition

- Negotiates and monitors contracts and agreements with outside service providers and vendors to ensure compliance, maximum benefit to City and Cost-effectiveness
- Acts on behalf of the City Manager in his/her absence as assigned

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Administrative principles and methods, including goal setting, program and budget development, implementation and control, personnel management and supervision
- Practices of leadership, motivation, team building and conflict resolution
- Advanced principles and practices of public agency fiscal management, including public accounting, budgeting, finance and investments
- Community Development Block Grants and redevelopment programs
- Principles, practices, policies, and procedures of redevelopment and municipal housing rehabilitation
- Modern office practices and technology including personal computer hardware and software
- Internal audit controls and municipal financial analysis
- Principles and practices of organization, administration, and personnel management
- Principles and practices of Workers' Compensation and liability program administration
- Pertinent federal, state and local rules, regulations and laws
- State and federal tax codes
- Principles and practices of contract negotiation, preparation, and administration
- Taxation policies and the various sources of local government funding
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs

### **Ability to:**

- Plan, organize, evaluate, manage and direct the staff and activities of a comprehensive Administrative Services Department, including financial planning, cash management, investment management, debt financing, revenue administration and collection, purchasing, accounting functions, grant administration, risk management, human resources, payroll, the annual City budget, internal fiscal control measures, and information technology
- Select, train, motivate and evaluate staff
- Prepare and administer municipal budgets
- Understand and perform complex accounting and financial work
- 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
- Interpret, analyze and apply federal, state and local laws, rules and regulations related to local government operations
- Understand and apply government procurement methods and guidelines
- Coordinate department activities with other City departments and agencies as required
- Analyze complex problems, evaluate alternatives, and make sound recommendations

- Prepare and present clear, concise and logical written and oral reports
- Analyze department support needs and ensure prompt and efficient delivery of services, materials, and supplies
- 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
- 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 effective and efficient manner to ensure deadlines are met
- Meet the physical requirements necessary to safely and effectively perform the assigned duties

**Minimum Qualifications:**

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to a Bachelor's degree with major course work in finance, accounting, economics or business administration, with an emphasis on municipal finance or public accounting and six (6) years of increasingly responsible, recent experience in public sector accounting or municipal finance involving responsibility for the planning, organization, implementation and supervision of various work programs, including three years of management responsibility.

**GENERAL QUALIFICATIONS****License Requirement**

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.

*Adopted: July 2014*

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