MAJOR FUNCTIONS
This is responsible administrative, supervisory and analytical work assisting with the management of
the functions of the Department of Financial Services, including strategic planning, budgeting,
accounting, procurement, and grants monitoring. Considerable independent judgment, discretion and
initiative are exercised in handling areas of responsibility with efficiency and effectiveness. Work is
performed under the general direction of the Director-Financial Services and is reviewed through
reports, conferences, observations, analysis of reports and recommendations, and by results
achieved.

ESSENTIAL DUTIES AND OTHER IMPORTANT JOB DUTIES

Essential Duties
Reviews and analyzes economic, social, political, and legal factors that affect public demand for
government services and the organizational and fiscal capacity of the City to provide those services.
Analyzes fiscal policies, designs financial models, interprets data, performs revenue forecasting, and
develops recommendations on long-term financial strategies to ensure the City’s continued financial
viability. Monitors state and federal legislation, identifies any potential financial impact of such
legislation on the City, identifies potential grant opportunities, and provides information and
recommendations to the City’s lobbyists. Develops objectives and strategies to address identified
issues, and establishes performance measures to evaluate and review progress. Assists in policy
formation and the overall management and supervision of functions of the Department of Financial
Services, including financial planning, budgeting, accounting, payroll and procurement. Plans,
assigns, schedules, trains and directs the work of professional and clerical employees engaged in
research, formulation, coordination, execution and administration of the City’s budget, financial
statements, payroll processes and procurement processes. May provide staffing support for the
Financial Viability of the Government Target Issue Committee. Makes presentations to the Executive
Team, City Commission, and citizen groups. Participates on a variety of committees, prepares and
presents staff reports and other necessary projects as directed. Recommends the hire, transfer,
promotion, grievance resolution and discipline of employees. Conducts performance evaluations and
recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties
Develops agenda items, reports and other procedural documents. Attends City Commission meetings
and various meetings/conferences with City department directors, City Commissioners, staff and the
public. Performs related work as required.

DESIRABLE QUALIFICATIONS

Knowledge, Abilities And Skills
Thorough knowledge of benchmarking and performance measure implementation. Thorough
knowledge of best practices and principles of public sector financial planning, budgeting,
governmental accounting, payroll and procurement. Thorough knowledge of laws, rules, and
regulations applicable to public sector budgeting, governmental accounting, debt management,
payroll and procurement. Comprehensive knowledge of quantitative and financial analysis and
related statistical concepts and methods. Knowledge of modern management practices, procedures,
thories, and organizational analysis. Knowledge of the principles of supervision, training and
performance evaluation. Ability to assess municipal problems and proposed policies in terms of their
financial and administrative implications. Ability to analyze and interpret financial records and to
prepare timely, accurate, and complete statements, summaries, reports, and recommendations. Ability
to present oral and written reports effectively to a variety of audience levels. Ability to establish
and maintain an effective working relationship with elected and appointed City officials, executive
management, other City employees, other governmental agencies, and the general public. Ability to
supervise subordinates in a manner conducive to high performance and good morale. Ability to establish and meet deadlines. Skill in the use of personal computers and associated programs and applications required for successful job performance.

Minimum Training and Experience
Possession of a master’s degree in public or business administration, finance, accounting, or a related field and six years of professional and administrative experience in public sector finance; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity. A CPA may be substituted for the master’s degree.

Established: 01-23-08
04-27-09*
04-09-11
09-16-17