

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: ASSISTANT FINANCE DIRECTOR

DEPARTMENT: FINANCE

BASIC FUNCTION:

Under general direction, to assist in organizing, directing, supervising and coordinating the city's financial programs and activities; to provide highly responsible professional and technical staff assistance to the Finance Director and operating departments; and to perform related responsibilities as required.

KEY RESPONSIBILITIES:

Assist in planning, organizing, supervising and participating in the city's general accounting and financial record keeping, budget development and administration systems.

Develop policies, rules and procedures for the effective operation of the department, including establishing goals and objectives and priorities.

Supervise and participate in the development and use of the city's financial information systems.

Assist the Finance Director in the administration of the city's treasury management and investment program and the audit of the city's financial records and accounts.

Prepare and supervise the preparation of reports to the Finance Director and State Controller.

Assist in the coordination of budget preparation, implementation and administrative control systems and procedures with other city departments; collect, compile, assemble and analyze departmental expenditure requests and other budget related functions as assigned.

Prepare and administer the department budget; monitor and approve expenditures with budget limits.

Conduct special financial studies involving the analysis of complex financial data.

Coordinate finance-related activities with other city departments and divisions, and with outside agencies.

Represent the city at professional and other business meetings required.

Assign work to subordinate personnel, providing instructions and answering questions; coordinate the scheduling and completion of work by determining operational priorities and resolving work load problems; review work for accuracy and completeness; evaluate work techniques and methods for conformance to established standards.

May serve as Acting Finance Director as required.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of:

- Principles, practices and the operation of public financial administration.
- Accounting principles, practices, and methods and the applicability of information systems procedures.
- Ordinances, resolutions and laws affecting municipal financial operations.
- Financial planning.
- Strategic management techniques and methodology.
- Research methods and techniques and methods of report presentation.

Ability to:

- Plan, organize and manage a citywide program of financial activities.
- Analyze and interpret fiscal and accounting records and data.
- Devise and implement new and improved accounting procedures
- Prepare accurate financial and statistical reports.
- Analyze statistical and fiscal material and make accurate revenue and expenditure forecasts.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain cooperative relationships with those contacted in the course of work.
- Properly interpret and make decisions in accordance with laws, rules and regulations
- Select, supervise, train and evaluate assigned staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work well under pressure to meet deadlines.

EXPERIENCE AND EDUCATION:

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Bachelor's degree from an accredited college or university in accounting, public or business administration or a closely related course of study, and three years of increasingly responsible administrative experience involving municipal accounting management and supervisory experience.

A master's degree in public or business administration is highly desirable.

PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will management classification.

DATE APPROVED: June 29, 1999