

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: FINANCE DIRECTOR

DEPARTMENT: FINANCE

BASIC FUNCTION:

Under policy direction, to plan, direct, supervise and coordinate the city's financial programs and activities; to provide highly responsible professional and technical staff assistance to the City Manager, City Council and operating departments; and to perform related responsibilities as required.

KEY RESPONSIBILITIES:

Plan, organize and direct the financial programs and activities including but not limited to: general accounting, budget, financial information processing, payroll, billing and collection of service charges for the city.

Assist in planning, organizing and directing the general accounting activities of the city's redevelopment agency, water and sewer district and other agencies of the city.

Develop and recommend department policies and procedures and direct their implementation upon approval.

Plan and develop the city's accounting information system.

Review contracts and determine that expenditures are made in accordance with the terms of the contract.

Establish procedures and systems for the billing and collecting of payments for water and refuse services.

Prepare and supervise the preparation of reports to the State Controller

Coordinate citywide budget preparation and administration including the estimation of anticipated revenues; collection, assimilation and analysis of departmental expenditure requests; preparation of fund balance projections; and other budget related functions as assigned.

Supervise and participate in preparation of financial statements and reports such as monthly expenditure reports.

Direct the preparation and administration of the recommended departmental work program and annual budget.

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

Manage employees through other supervisors; set goals and objectives; select train, motivate staff; assess performance and make salary recommendations.

May serve as Acting Administrative Services Manager as assigned.

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 and practices of organization, administration, budget and personnel management.
- Accounting principles, practices, and methods and the applicability of financial information processing procedures.
- Federal, state, local and governmental agency legal requirements affecting municipal financial administration.
- Strategic management techniques and methodology.
- Financial planning.
- Research methods and techniques and methods of report presentation.

Ability to:

- Plan, organize and direct a citywide program of financial activities.
- Provide administrative and professional leadership for the department.
- Develop and administer annual and long-range programs and budgets.
- Analyze and interpret fiscal and accounting records and data.
- Prepare accurate financial and statistical reports.
- Make accurate revenue and expenditure forecasts
- Supervise, train and evaluate staff.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, orally and in writing.
- 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:

A bachelor's degree from an accredited college or university in accounting, public or business administration or a closely related course of study, and five years of increasingly responsible administrative experience involving municipal accounting management with at least three years 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