



## CITY OF CAMARILLO

<b>Director, Finance</b>	<b>Job Code: 601</b> <b>FLSA: Exempt</b>
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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

### **SUMMARY DESCRIPTION**

Plans, directs, manages, and oversees the activities and operations of the Finance Department including general accounting, grant accounting, budgeting, purchasing, utility billing, centralized cashiering, business licensing, and treasury functions and services; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the City Manager.

### **REPRESENTATIVE DUTIES**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all Finance Department services and activities including general accounting, grant accounting, budgeting, purchasing, utility billing, centralized cashiering, business licensing, and treasury functions and services.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Finance Department's 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.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Directs and participates in the development of the City's operating and capital improvement budgets; oversees the administration of the budget.
9. Manages the issuance and appropriate follow-up for tax-exempt bonds.

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10. Provides staff assistance to the City Manager; prepares and presents staff reports and other necessary correspondence.
11. Monitors and evaluates legislation, legal actions, and other developments related to public financial management; formulates, evaluates, and directs the administration of appropriate policies, procedures, and processes.
12. Represents the Finance Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
13. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
14. Participates on a variety of boards, commissions, and committees; prepares reports and makes presentations at City Council and other meetings; serves on various internal and external committees, boards and task forces; serves as liaison with the community, professional groups, the media and other external contacts and resources for the City.
15. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the financial field; incorporates new developments as appropriate.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
17. Performs related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of a comprehensive finance program.  
Advanced principles and practices of program development and administration.  
Principles and practices of municipal budget preparation and administration.  
Advanced principles and practices of finance and governmental accounting.  
Fiscal operations and generally accepted governmental accounting principles.  
Internal control and audit principles and practices.  
Methods and techniques of analysis and investigation.  
Principles of business letter writing and basic report preparation.  
Principles and practices of financial record keeping, control, and reporting.  
Principles of supervision, training, and performance evaluation.  
Pertinent federal, state, and local laws, codes, and regulations.  
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases; automated business computing systems.

**Ability to:**

Conduct complex financial and statistical analyses.  
Manage and direct programs and activities of the Finance Department.  
Develop and administer departmental goals, objectives, and procedures.  
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.  
Identify and respond to sensitive community and organizational issues, concerns, and needs.  
Plan, organize, direct, and coordinate the work of lower level staff.  
Delegate authority and responsibility.

Select, supervise, train, and evaluate staff.  
Research, analyze and evaluate new service delivery methods and techniques.  
Evaluate financial data and provide strategic direction on financial programs.  
Ensure adherence to Generally Accepted Accounting Principles.  
Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.  
Prepare clear and concise administrative and financial reports.  
Prepare and administer large and complex budgets.  
Interpret and apply applicable federal, state and local policies, laws and regulations.  
Effectively present information and respond to questions from groups of managers, clients, customers, and the general public.  
Gain cooperation through discussion and persuasion.  
Work under pressure, handle significant problems and tasks that arise simultaneously and/or unexpectedly.  
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective professional working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, or related field.

**Experience:**

Eight years of broad and extensive experience in accounting, finance, or related experience including three years of management and administrative responsibility.

**License or Certificate:**

Possession of a valid California driver's license at a level appropriate to the equipment operated.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a standard office setting with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.