

CLASS SPECIFICATION
Chief Financial Officer

GENERAL PURPOSE

Under policy direction, plans, organizes and directs the activities and programs of the Financial & Management Services Department, including the Financial Resources, Financial Operations, Treasury Operations, Purchasing & Facilities, and Electric Utility divisions. The position is responsible for providing comprehensive City-wide financial and accounting services, including services for the City's Successor Agency, Housing Authority and special financing districts; managing and directing the provision of investment and treasury services, business license, accounts receivable and other fee revenue administration; financial analysis and budgeting; purchasing; facilities maintenance; and electrical utility services for the City. The position provides expert professional assistance and guidance to the City Manager, Assistant City Manager, department directors, and the City Council on long-term financial planning, budgeting, revenue management, procurement, facilities maintenance, and general administrative matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing, directing and integrating the functions, programs and activities of the Financial & Management Services Department which provides comprehensive City-wide financial, accounting and budgeting services, investment oversight, and a wide range of other functions including purchasing, facilities maintenance, and electric utility. The incumbent provides advice and strategic leadership to the City Manager, Assistant City Manager, City Council and department directors in the development of short- and long-term financial plans to meet service delivery objectives in a manner consistent with the City's financial resources. Responsibilities are broad in scope and involve highly sensitive and publicly visible projects that require a high degree of policy, program and management discretion. Results are evaluated in terms of overall effectiveness

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of the Financial & Management Services Department; with subordinate managers and supervisors, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness; participates in developing and monitoring performance against the annual departmental budget.
2. Participates with other managers in establishing strategic plans for the City; sets overall management and policy goals and objectives for the Financial & Management Services Department; coordinates

department program and policy issues with managers of other departments and/or on a City-wide basis.

3. Plans and evaluates the performance of managers, supervisors and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures and labor contract provisions.
4. Provides leadership and works with managers, supervisors and staff to develop and retain highly competent, customer service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's mission, strategic goals and core values.
5. Develops and directs the implementation of goals, objectives, policies and standards for the Financial & Management Services Department; provides expert professional assistance to City management on finance, accounting, revenue management, budgeting, investment/treasury, purchasing, and facilities maintenance issues and related matters; directs the provision of comprehensive financial management services and solves a broad range of complex finance and accounting problems; directs and prepares revenue projections and analyses of proposals for capital and operating programs; directs the preparation of periodic financial reports to City management, City Council and other organizations; directs the preparation and administration of City-wide operating and capital budgets in accordance with policy direction and guidance from the City Manager, Assistant City Manager and City Council.
6. Serves as the City Treasurer; manages and directs the cash management and investment of City funds in accordance with the City's investment policy; monitors market conditions and portfolio performance and directs or works with brokers to make portfolio changes; recommends revisions to the City's investment policies.
7. Develops and recommends long-term financing strategies and priorities, including plans for the issuance of debt to achieve a variety of financing objectives and legal requirements; works with rating agencies, advisors and outside bond counsel in the issuance of financing vehicles; monitors the interest rate market to remain alert for refinancing and refunding opportunities; manages bonds, certificates of participation and assessments for the successor agency, special financing districts and the City.
8. Develops and reviews reports of findings, alternatives and recommendations involving a broad range of complex revenue, financial and financial management issues; makes presentations before the City Council, other agencies, community groups and the media on City financing, fiscal status and operations; monitors developments related to finance and funding matters and evaluates their impacts on City operations; recommends policy and procedural improvements.
9. Oversees internal audit functions; oversees and manages audits conducted by the City's external auditors and other audit agencies.
10. Oversees the City-wide procurement process and compliance with the City's purchasing ordinance.
11. Oversees the maintenance of all City-owned facilities.

12. Oversees operation of the City's electric utility division

OTHER DUTIES

1. Stays abreast of law and regulations governing public agency and capital financing strategies.
2. Assists as needed on special assignments and projects.

QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, fund and governmental accounting including financial statement preparation and methods of financial control and reporting.
2. Principles and practices of cost and fixed asset accounting.
3. Internal control and audit principles and practices.
4. GAAP, GASB and GFOA accounting standards and requirements.
5. Principles and practices of public agency budgeting.
6. Principles, methods, practices and legal requirements for public agency capital financing.
7. Principles, practices, laws and regulations governing the investment and management of public funds.
8. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
9. City and Successor Agency operations and functions and associated debt financing and financial management issues.
10. Principles, methods and techniques of strategic planning.
11. Principles and practices of public administration, including budgeting, purchasing, contract administration and maintenance of public records.
12. Research methods and statistical and financial analysis techniques.
13. Organization, functions, legal requirements, operations, rules and practices of the City Council.
14. Principles and practices of sound business communication.
15. Principles and practices of effective management and supervision.

Ability to:

1. Plan, direct, manage, coordinate and integrate the work of a department providing comprehensive financial management, budgeting, purchasing, facilities maintenance, and electric utility services.

2. Define complex management, fiscal, budget and strategic planning issues, perform difficult analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
3. Evaluate financial programs and make recommendations for improvement.
4. Understand, interpret, explain and apply federal, state and local policy, law, regulations and court decisions applicable to areas of responsibility.
5. Present proposals and recommendations clearly, logically and persuasively in public meetings.
6. Represent the City effectively in negotiations and other dealings on a variety of difficult, complex, sensitive and confidential issues.
7. Prepare clear, concise and comprehensive financial and treasury statements, correspondence, reports, studies and other written materials.
8. Exercise sound, expert independent judgment within general policy guidelines.
9. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
10. Establish and maintain effective working relationships with the Mayor, City Manager, Assistant City Manager, City Council members, department directors, managers, elected and appointed officials of other governmental agencies, employees, business and community leaders, the media, residents, the public and others encountered in the course of work.

Education, Training and Experience:

Graduation from a four-year college with a major in finance, accounting, business administration or a closely related field; and at least ten years of progressively responsible finance and accounting experience, including capital financing and the investment and management of funds, at least five of which were in a management capacity is required.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

License as a Certified Public Accountant is highly desirable.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with the Mayor, City Manager, Assistant City Manager, City Council members, department directors, managers, elected and appointed officials of other governmental agencies, employees, business and community leaders, the media, residents, the public and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet.