

**City of Imperial Beach  
Position Description**

**Title:** Finance Director  
**Department:** Finance  
**Division:** Management

**GENERAL PURPOSE**

Under administrative direction of the City Manager, to plan, organize, direct and coordinate the City's Administrative Services Department which include but are not limited to Finance, Information Systems, Purchasing and Risk Management; to perform highly responsible and complex professional administrative work; and to do related work as required; also designated to be the City Treasurer.

**SUPERVISION RECEIVED**

Works under the direct supervision of the City Manager

**SUPERVISION EXERCISED**

Exercises supervision over all personnel in the Administrative Services Department

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Administer the City's fiscal, information systems, purchasing, risk management and other assigned administrative programs for the City.

Direct the implementation of the City's financial policies and programs to ensure effective implementation of the City Council's goals and objectives and to maintain fiscal integrity.

Assist in the development of the City's overall goals, objectives, policies and priorities.

Analyze data, make recommendations, prepare reports and make presentations on the formulation of policy and procedure, and staffing and organizational requirements for public administration and management.

Coordinate and provide responsible staff assistance to the City Manager, City Council and other City boards and commissions as assigned.

Conduct difficult policy and fiscal-related analytical studies and reports involving the evaluation of departmental operations and service programs.

Assist the City Manager in the preparation, coordination and analysis of the annual City-wide Budget.

Monitor the Citywide budget and work with Department Heads to maintain the fiscal integrity of the budget.

Manage the City's investment portfolio and administer all Treasury functions.

Respond to and resolve difficult and sensitive inquiries and complaints.

Supervise, train and evaluate staff.

Identify and respond to concerns, issues and needs of the City Manager, Assistant to the City Manager, City Council and Community as appropriate.

### **PERIPHERAL DUTIES**

Reviews and evaluates work products, methods, and procedures; identifies opportunities for improving services, delivery methods and procedures, and reviews with appropriate management staff; Coordinates work of assigned functions with those of other departments, divisions and outside agencies and organizations. May serve as Acting City Manager as deemed necessary. Performs other related duties and responsibilities as assigned by the City Manager.

### **DESIRED MINIMUM QUALIFICATIONS**

#### Education and Experience

- (A) Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be:
- (B) Equivalent to a bachelor's degree and preferably a graduate degree from an accredited college or university with major coursework in business administration, public administration or closely related field; and
- (C) Five (5) years of progressively responsible work experience in the field of municipal government administration, or closely related field at an administrative or management level. CPA certification is preferred.

### **KNOWLEDGE OF**

- Principles of organization, administration, and budget.
- Federal, State, municipal laws, statutes, codes and ordinances related to the areas in Administrative Services.
- Local government financial practices and procedures.
- Methods and techniques of research, statistical analysis and report presentation.
- Principles of cash flow and investment strategies.
- Information technology, particularly LAN, WAN, and Internet applications.

### **ABILITY TO**

- Plan, organize and direct the City's Administrative Services Departments and programs.
- Provide administrative and professional leadership for the department.

- Properly interpret and make decisions in accordance with law, regulations and policies.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support goals.
- Develop and administer annual and long-range programs and budgets.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Work cooperatively and effectively with management staff, employees and others.
- Supervise, train, and evaluate assigned staff.
- Communicate clearly and concisely, orally and in writing.

#### **TOOLS AND EQUIPMENT**

Personal computer, including word processing; spreadsheet and data base software; 10-key calculator; phone copy machine and fax machine.

#### **PHYSICAL DEMANDS**

The physical demands described here 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 functions. While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

#### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those of an employee encounters while performing the essential functions. The noise level in the work environment is usually quiet.