

City of South San Francisco  
Human Resources Department

**Director of Finance**

Class Description

**Definition**

Under the administrative direction, plans, organizes, coordinates and directs the financial and purchasing activities of the City; and does related work as required.

**Distinguishing Characteristics**

This single-position classification is a department head level. Through subordinate management and supervisory staff, the incumbent is responsible for the City's financial resources and functions. This position exercises independent judgment and discretion in formulating, managing and controlling fiscal policies and in strategic planning for financial systems including accounting, treasury and debt management, purchasing and warehousing, and mailing services; and budget and financial planning (budgeting, capital planning, long-range planning, management analysis and strategic planning).

**Typical and Important Duties**

1. Directs the maintenance of a central budgeting and cost accounting system for the City in a manner consistent with established and accepted municipal accounting principles and practices and in a sufficient detail to produce adequate cost, financial, and statistical data for management purposes and to meet statutory requirements.
2. Develops preliminary and final budgets.
3. Formulates, recommends and administers policies and procedures governing the operation of the department.
4. Establishes short- and long-range goals and implementation plans for departmental services.
5. Provides advice to department heads, City Manager, and City Council on issues related to financial programs.
6. Develops the City budget, including revenue forecasting, departmental budget reviews and recommendations to the City Manager; supports the City Manager in presenting budget and capital program to Council.
7. Reviews, evaluates, and recommends improvements to Citywide financial internal controls and systems and procedures; coordinates audit activities for all City departments with the City auditor and external auditors.
8. Assists in managing the City's investment portfolio, banking and safekeeping agreements, and debt management program.
9. Plans and evaluates the work of professional and support staff.

10. Serves as co-trustee of the City's Deferred Compensation Plans; may enter into a trust agreement or agreement with the City.
11. Performs other related duties and responsibilities as assigned.

### **Job-related Qualifications**

#### *Knowledge of:*

- Governmental management and the principles and practices of municipal finance.
- Modern administrative and management principles procedures and techniques, particularly as applied to the overall management of all phases of a financial services program.
- Principles and practices of governmental accounting.
- Principles and practices of financial management and administration, including enterprise and internal service fund accounting.
- State-of-the-art budgeting techniques and ability to direct preparation of Citywide budget function.
- Municipal financing techniques including bonds, assessment districts, fees, lease/purchases, and private/public partnerships.
- Principles of management, supervision, training, and employee development.
- Principles and practices of public administration and human resources as applied to function, including basic employee-relations concepts.
- Technical, legal, financial and public relations problems involved in the conduct of an administrative services program.
- Applicable local, state, and federal laws and regulations.
- Basic principles and procedures of purchasing, inventory, and data processing.
- Report preparation and record keeping techniques.
- Governmental procurement and contracts management requirements.

#### *Ability to:*

- Organize, supervise and coordinate the work of subordinate employees.
- Formulate and implement budgeting and cost accounting methods and procedures.
- Compile and analyze financial reports.
- Analyze difficult problems, develop a positive course of action and follow through on its implementation.
- Demonstrate sound professional judgment, reason logically, and think imaginatively and creatively.
- Respond to tight schedules and pressures.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Interpret and make decisions in accordance with pertinent laws, rules, regulations, and policies.
- Prepare detailed reports, plans, and specifications and do reliable studies and research as needed.
- Properly interpret and make decisions in accordance with appropriate laws, regulations and policies.
- Develop and maintain good public relationships with City Council, commissions, and boards.

- Actively manage the department's staff so that a strong orientation toward public service, teamwork, the development of high quality products, and the achievement of desired results is maintained.
- Prepare and present clear, effective, and accurate staff reports, correspondence, policies, procedures, and other oral and written materials.
- Make effective public presentations.
- Establish and maintain effective relationships with those contacted in the course of the work.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work as well as the work of others, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Plan, distribute, direct, coordinate, review, and evaluate the work assigned staff and train staff in work procedures.
- Represent the City effectively in contacts with elected and foreign officials, representatives of other agencies, City departments, and the public, occasionally in situations where relations may be difficult or strained.
- Work in a safe manner modeling correct City safety practices and procedures; coach others and enforce adherence to safety policies and procedures.
- Maintain confidentiality regarding sensitive information.

*Skill in:*

- Using a personal computer and associated applications.

### **Experience and Training**

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

*Experience:* Five years of progressively more responsible professional municipal finance experience, including at least three years in a supervisory capacity, and including experience with data processing.

*Training:* A bachelor's degree from an accredited college with major coursework in business administration, public administration, finance, accounting, or a related field.

### **Licenses and Certificates**

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, a valid appropriate California driver's license and a satisfactory driving record.

### **Special Requirements**

Essential duties require the following physical skills and work environment:

*Physical Skills:* Able to use standard office equipment, including a computer; sit, stand, walk, kneel, crouch, stoop, squat, twist, and maintain sustained posture in a seated or standing position for prolonged periods of time; vision to read printed materials and a computer screen; hearing and speech to communicate in person, over the telephone, and to make public presentations; lift and carry 35 pound boxes, files, and materials.

*Work Environment:* Mobility to work in a typical office and/or field setting.

*Ability to:* Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; work protracted and irregular hours and evening meetings or off-shift work for meeting attendance or participation in specific projects or programs; available for evening meetings.

Approved: March 1990  
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Abolished:  
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DOT: No  
Physical: Class 3  
Status: Unclassified/exempt  
EEOC Category: EF1\EJ1  
Job Code: N145

### **ADA Documentation of Essential Duties**

1. SDE
2. SAE
3. SDE
4. SAE
5. SDE
6. SAE
7. SAE
8. SDE
9. SDE
10. OAE