

**DEPUTY CITY MANAGER / FINANCE DIRECTOR**



Department:	<b>Finance</b>	FLSA Status:	<b>Exempt</b>
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**GENERAL PURPOSE:** Under the general supervision of the City Manager assists the City Manager in managing the administrative activities of the City; oversees the operations and activities of the City’s Finance Department; prepares and administers the City’s annual operating budget; prepares and submits a variety of financial reports; coordinates audit processes; provides financial advice to City officials and management personnel; administers the City’s employee benefits function; participates in labor negotiations; supervises assigned personnel; and acts on behalf of the City Manager as required.

**TYPICAL DUTIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Directs and oversees the day-to-day operations of the Finance Department including payroll, accounts payable, utility billing, and financial reporting.
- Supervises, trains, and evaluates the performance of assigned personnel; monitors and ensures staff compliance with departmental policies, procedures, and applicable regulatory requirements.
- Leads and/or participates in the development, implementation, administration, and review of the City’s Finance policies and procedures; establishes departmental goals, objectives, and priorities.
- Coordinates the preparation of the City’s annual operating budget; prepares budget schedules; reviews expenditure projections from City departments; estimates revenues; calculates staffing costs.
- Participates in administering and monitoring the City’s budget upon adoption by the City Council.
- Calculates and recommends service rate increases; prepares related resolutions.
- Oversees, reviews, and/or assists in the preparation of various types of municipal financial records, statements, and reports; prepares and/or assists in preparing grant requests and reporting.
- Provides financial advice and assistance to the City Council, City Manager, and management personnel; responds to requests for financial information; assists with recordkeeping and reporting.
- Coordinates the City’s annual audit process; prepares audit worksheets; liaises with external auditors.

## **JOB DESCRIPTION**

### **Deputy City Manager/Finance Director**

- Oversees the City's employee benefits function; coordinates health insurance program renewals; serves as primary contact regarding the City's retirement contract with CalPERS.
- Serves as a representative of the City and participates in labor negotiations; meets with union representatives; prepares and presents request cost estimates to the City Council.
- Attends and participates in a variety of meetings including but not limited to City Council, City Finance Committee, and Central San Joaquin Valley Risk Management Authority meetings.
- Acts on behalf of the City Manager in his/her absence and performs related duties.

### **MINIMUM QUALIFICATIONS:**

#### **Education and Experience:**

Bachelor's Degree in Finance, Accounting, Public Administration, or related field; AND five years experience managing municipal financial operations; OR an equivalent combination of education and experience.

#### **Required Licenses or Certifications:**

- Must possess a valid California Driver's License.

#### **Required Knowledge of:**

- City operations, policies, and procedures.
- Principles and practices of financial administration.
- Regulations governing municipal finance activities.
- Generally Accepted Accounting Principles.
- Financial systems, records, and reports.
- Processes for preparing and administering budgets.
- Principles of benefits administration and labor negotiations.
- Supervisory principles, practices, and methods.

#### **Required Skill in:**

- Directing and overseeing the daily operations of the City's Finance Department.
- Monitoring and ensuring the City's compliance with all financial regulatory requirements.
- Developing, administering, and monitoring municipal budgets.
- Preparing, reviewing, and maintaining various types of financial records and reports.
- Providing financial advice to City officials and management personnel.
- Overseeing the City's employee benefits function and participating in labor negotiations.
- Supervising, leading, and delegating tasks and authority.
- Establishing and maintaining cooperative working relationships with staff, City officials and departments, outside agencies, auditors, vendors, and the general public.

#### **Physical Demands / Work Environment:**

- Work is performed in a standard office environment.
- Subject to sitting for extended periods of time, standing, walking, bending, reaching, and occasional lifting of objects up to 25 pounds.