



Exhibit A

CITY OF PETALUMA CLASS SPECIFICATION

Date: 07/17/2023
Job Class: 11ASFD

Assistant Director of Finance

Summary

Plan, organize, coordinate and assist with the operational activities of the Finance Department including preparation and presentation of the City-wide budget, payroll, accounts payable, general accounting, revenue collection and customer service; assist in developing departmental goals and objectives; provide fiscal and policy guidance and provide highly complex staff assistance to the Deputy City Manager/Director of Finance.

Class Characteristics

Under general direction of the Deputy City Manager/Director of Finance, the Assistant Director of Finance will exercise considerable independent judgment in developing and managing assigned responsibilities and may provide direct or indirect supervision of management, supervisory, professional, technical and administrative support positions.

This classification is distinguished from the Deputy City Manager/Director of Finance in that the latter includes a broader scope of operational responsibilities external to the Finance Department. The Assistant Director of Finance class is distinguished from the Finance and Accounting Manager in that it may serve in the absence of the Deputy City Manager/Director of Finance and by its oversight responsibility of departmental operations across multiple Finance Department divisions and work units.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and 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 a disability to perform the essential duties, skills, and demands.

Duties:

Assume management responsibility for the services and operational activities of the Finance Department including planning, organizing, and assisting with the functions of payroll, accounts payable, general accounting, revenue collection and customer service.

Oversee and participate in the development of the Finance Division's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work product, methods and procedures.

Oversee and participate in the preparation of the City's Budget, Annual Comprehensive Financial Report (ACFR); Popular Annual Financial Report (PAFR), Single Audit and the State Controller's Report.

Support the Finance Director throughout the Citywide budget process, including but not limited to preparing complex revenue and expenditure forecasts, coordinating Citywide capital and operating budgets, monitoring changes to Citywide budget through the review process; preparing components of the City's annual adopted budget document.

Prepare the Finance Department budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment materials and supplies; administer the approved budget.

Strategize and assist in developing short and long term strategic financial plans to meet the City's financial goals and objectives.

Perform advanced accounting and financial analysis; provide technical assistance to staff and other City departments.

Oversee the development and implementation of accounting and financial systems.

Oversee and review the preparation of financial statements; prepare reports related to the financial activities of the City for the City Council, City Manager, Finance Director and the general public.

Research and prepare technical and administrative reports; prepare written correspondence.

Oversee selection, configuration and implementation of computer software systems and related equipment used in Finance Department and Citywide financial operations and reporting.

Recommend the appointment of personnel; provide and coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain high standards necessary for the efficient and professional operations of the department.

Monitor and evaluate the efficiency and effectiveness of service delivery methods; identify opportunities for improvement and direct the implementation of changes; provide technical assistance as necessary.

Coordinate activities with other City departments and outside agencies; negotiate and resolve sensitive and controversial issues.

Represent the division and department to outside agencies and organizations; participate in outside community and professional associations and committees.

Represent the City with dignity, integrity and the spirit of cooperation in all relations with staff and the public.

Foster an environment that embraces integrity, service, inclusion and collaboration.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Serve as the acting Finance Director in their absence.

Perform related duties as assigned.

Skills/Abilities:

Organize and oversee assigned Finance Department operations ensuring compliance with City policies and procedures, local, state and federal laws and regulations.

Assist in overseeing, preparing and administering the City budget and provide oversight regarding fiscal records.

Identify, analyze, and resolve a variety of complex accounting and financial functions, issues and activities.

Interpret federal regulations, local and state laws accurately and apply to the City's accounting, financial and payroll practices.

Interpret and analyze economic and financial data.

Prepare clear and effective financial, statistical, and narrative reports and other materials.

Manage complex projects and assess Finance Department program improvements to increase efficiency and effectiveness.

Communicate well during public presentations, in internal staff and City Council closed session meetings.

Exercise supervisory and management authority tactfully and effectively; review and evaluate the work of others.

Foster collaboration through effective communication and persuasion.

Establish and maintain cooperative working relationships with those contacted in the course of duties.

Physical Demands and Work Environment:

An employee is regularly required to sit at a desk and in meetings for long periods of time; talk or hear, in person, in meetings and by telephone; use hands and fingers to handle, feel or operate standard office equipment; and reach with hands and arms. Intermittently, twist to reach equipment surrounding desk; walk to observe department activities; bend and squat to perform file searches; perform simple grasping and fine manipulation; use telephone and write or use a keyboard to communicate through written means; operate an automobile to attend various meetings and workshops. While performing duties, the employee is regularly required to use written and oral communication skills; analyze community service, budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve community service issues; remember personnel rules, legal and code requirements; and explain and interpret codes, policies and procedures; interact with City management, other governmental officials, contractors, vendors, employees and the public.

Qualifications

Knowledge of:

Principles and practices of public administration including administrative analysis, fiscal planning, and control, policy, and program development.

Advanced principles and practices of municipal finance management and administration including demonstrated knowledge of current payroll systems.

Federal, state, and local regulatory requirements, including applicable laws, codes, ordinances, regulations, and guidelines.

Organizational and management practices as applied to the analysis and evaluation of finance programs, policies, and operational needs.

Principles and practices of budget preparation and administration and governmental fund accounting.

Principles and practices of accounting, financial reporting, auditing, and bond financing, including GAAP/GAAS and principles and practices of GASB.

Information sources, and research and data analysis techniques in the fields of public administration, financial planning, accounting, annual budget, capital budget, and annual audit policy and procedures.

General principles and practices of public sector collective bargaining, labor relations and costing of labor negotiations proposals.

Principles and practices of effective public relations.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Principles and practices of supervision, training, and performance evaluation.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

A Bachelor's degree with major course work in public administration, business administration, finance, accounting, or a field related to the essential functions of this position. A Master's degree with major course work in a related field is desirable.

Experience:

Five years of progressively responsible, professional public sector experience in municipal finance management or municipal administration, including three years in a supervisory capacity. One year of experience may be substituted for possession of a Master's degree in a related field.

Certifications/Licenses:

Possession of a valid California Class C driver's license.

Established: 07/17/2023

Resolution #:

Department: Finance

FLSA Status: Exempt