

**CITY OF SALINAS**

**FINANCE DIRECTOR**

**BARGAINING UNIT/CLASS CODE:**

**DEPT. DIR. / B04**

**DEFINITION**

To provide coordination and direction of all fiscal operations of the City including directing, monitoring, and controlling the assets and financial operations of the City and providing a framework for financial planning and analysis to support the operation and management of all City departments.

**SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the City Manager. Exercises direct supervision over professional, technical and clerical staff.

**ESSENTIAL JOB FUNCTIONS OF THE POSITION** Duties may include, but are not limited to the following:

Develop and implement goals, objectives, policies, and priorities. Plan, organize, and direct the financial activities of the City including accounting, treasury management, revenue and licensing, information systems, purchasing, and central services. Assist in the preparation, implementation and control of the City's annual operating and capital improvement budgets. Coordinate, review, evaluate, and recommend improvements to the City's administrative and financial internal control systems and procedures. Insure audit compliance. Estimate revenue and fund balances and ensure expenditures coincide with fund availability. Administer deferred compensation programs and retirement plans. Administer the bonded indebtedness of the City. Prepare and present financial and administrative reports to the City Council. Provide financial information and assistance to City departments. Prepares financial reports and analyses requested by the City Manager and City Council. Develop and make recommendations with respect to appropriation transfers, financing plans, and other financial activities. Serve as City Treasurer and act as fiscal officer for non-City agencies. Supervise, train and evaluate assigned staff. Promote and maintain safety in the work place. Perform related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

**WORKING CONDITIONS**

Business office working environment subject to sitting at a desk, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**QUALIFICATIONS**

**Knowledge of:**

Principles and methods of public finance administration, particularly in the areas of accounting, budgeting, auditing and investing. Office practices, procedures, methods and equipment. Laws regulating the financial administration of City government including the powers and responsibilities of a City Treasurer. Principles and practices of

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FINANCE DIRECTOR (continued)**

purchasing and stores. Information systems and analysis techniques. Budget preparation, program analyses, and revenue forecasting. Statistics, research and reporting methods. Principles and practices of organization, administration, and personnel management.

**Ability to:**

Develop and install sound accounting, information systems, and procedures. Prepare complex financial reports and analyses. Analyze and solve complex fiscal problems. Communicate clearly and concisely, orally and in writing. Establish and maintain effective working relationships. Manage, supervise, train and evaluate professional, technical and clerical staff. Promote the mission, values and standards of an effective public organization, particularly in the area of customer service.

**License or Certificate:**

Possession of a valid California (Class C) Driver's License.

**Education and Experience:**

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to a Bachelors degree in business, accounting, finance, public administration, or related field and eight years experience in professional accounting, including four years at a management policy making level.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 2-84, REV: 1-99, REV: 2-07**