



Office of Human Resources  
Financial Director - CV2793  
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### General Statement of Duties

Directs financial functional and/or operational areas that include developing annual and multi-year work plans and strategies, ensures resources are available to achieve work plans, resolves complex business issues, and establishes management practices and processes that ensure the accomplishment of performance standards.

### Distinguishing Characteristics

There are four classes in the Financial Management Series (Financial Manager, Financial Director, Financial Executive, and City Controller). The Financial Manager is a first level management class. A Financial Manager oversees work groups/areas within a division or agency and is generally responsible for supervising first or second line supervisors and/or individual contributors. A Financial Manager position is operationally and/or functionally focused.

The Financial Director is a mid-level management class. A Financial Director manages a division or agency and is generally responsible for supervising managers, supervisors, and individual contributors. A Financial Director position is operationally and/or functionally focused as well as strategically focused.

The Financial Executive is the highest level of management class in the city other than appointees or elected officials. A Financial Executive directs multiple divisions and is generally responsible for supervising directors, managers, supervisors, and individual contributors. A Financial Executive position is strategically focused.

The City Controller is a one incumbent class. The City Controller directs multiple divisions and is generally responsible for supervising directors, managers, supervisors, and individual contributors. The City Controller position is strategically focused.

### Level of Supervision Exercised

Directs a division of a department or oversees a small office or independent agency by supervising managers, supervisors, and other individual contributors.

### Essential Duties

Directs a division within a department or agency in such areas as Accounting, Budget, Assessment, Treasury, Cash Management, Debt, Investments, Real Estate, Internal Control and Compliance, and Risk Management.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Communicates business and work area plans and goals to managers and/or supervisors to secure buy-in. Reviews, approves, and implements recommended changes to plans and leads the development of process and/or operational improvements.

Prioritizes and allocates resources to achieve strategies. Utilizes resources to develop or expand services and/or operation. Ensures resources are utilized appropriately and do not exceed the established budget without approval.

Creates and administers policies and integrates work group procedures across work areas for consistency.

Resolves sensitive, controversial issues by making decisions that are inclusive of multiple perspectives.

Represents the division/department in meetings with elected and/or appointed officials and other city entities. Serves as the city representative with a variety of public, business, and community organizations. Fosters collaborative relationships to the benefit of the organization.

Reviews and approves performance metrics established by supervisors/managers. Assists staff in the achievement of performance standards while identifying opportunities for continual improvement.

Resolves escalated employee or citizen complaints including long-term resolutions in problem areas. Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Develops and monitors the budget and oversees financial well-being by analyzing cost effectiveness. Directs cost control activities.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Technical Competence - Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

### Knowledge & Skills

None

### Education Requirement

Bachelor's Degree in Business Administration or a related field based on a specific position(s).

### Experience Requirement

Five (5) years of experience managing a financial functional or financial operational work group, business unit or area and supervising lower-level supervisors, managers, or professional-level staff in disciplines including accounting, budget, assessment, treasury, cash management, debt, investments, real estate, internal control and compliance, risk management, or a related discipline.

**Education & Experience Equivalency**

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

By position, possession of one of the following: Certified Public Accountant, Certified Government Financial Manager, or Certified Public Financial Officer.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Pressure due to multiple calls, inquiries, and conflict.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check

Education Verification

Employment Verification

By position, Licenses/Certification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: V-818**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**