

## **DEPUTY CITY MANAGER/FINANCE DIRECTOR**

### **DEFINITION**

Assists the City Manager to plan, organize, manage, and direct the overall activities and operations of the City government; to represent City policies and programs with City staff, community organizations, other agencies, and the public; to coordinate activities among and with other departments; to provide staff assistance to the City Manager and City Council as directed by the City Manager; to review City department's annual budget requests and develop final expenditure recommendations for presentation to the City Manager; and to do related work as required under general direction of the City Manager. Serves as Disaster Service Worker. FLSA Status: Exempt. Bargaining Group: Unrepresented.

### **DISTINGUISHING CHARACTERISTICS**

This is a specialized advanced administrative, fiscal, and management analysis classification for providing direct assistance to the City Manager. The incumbent must have premier skills in effectively managing multiple projects and priorities.

The Deputy City Manager/Finance Director may serve as acting City Manager in his/her absence. When delegated by the City Manager, the Deputy City Manager/Finance Director will have the authority to sign necessary documents in the absence of the City Manager. The incumbent serves at the pleasure of the City Manager.

### **REPORTS TO**

The City Manager.

### **CLASSIFICATIONS SUPERVISED**

Exercises direct supervision over management, professional, clerical, technical personnel, and other City staff as assigned. Supervision may include department heads when designated by the City Manager.

### **ESSENTIAL FUNCTIONS**

Serves as assistant to the Chief Executive Officer; provides the City Manager and management with advice and consultation on the development of City services and policies; directs special studies to determine the effectiveness of City operations and activities; when designated by the City Manager, may represent City Council policies with employees, other government agencies, the public, and community organizations; reviews department budget requests and proposals, overseeing formulation of the annual budget, long-range financial plan, and strategic planning and visioning; develops recommendations on final expenditure levels for presentation to the City Council;

oversees expenditure controls for the adopted budget; and maintains a continued awareness of administrative practices and recommends changes to the City Manager.

Assists the City Manager in developing, planning, implementing and administering City-wide goals and objectives as well as policies and procedures necessary to provide City services; and approves new or modified programs, systems, policies, and procedures. Provides direction and advice to City department management; and coordinates interdepartmental activities as well as City activities with outside agencies and organizations. Performs or supervises comprehensive management analyses in a wide range of municipal policies, organization, procedures, budgetary, and finance areas; and prepares and presents staff reports and other necessary correspondence.

Oversees the Finance Department which encompasses budget, accounts receivable/payable, utilities, business licenses, and investments; supervises the purchasing of materials and supplies; manages the day-to-day banking and investment program; in conjunction with the City Treasurer, manages the City's investment portfolio; directs and oversees the preparation of a wide variety of reports and financial statements required by City management and other agencies; works with external auditors of City financial records and procedures; oversees the maintenance of cash flow and revenue records; invests City funds; monitors and reviews City investments, cash balances, and treasurer reports; and reviews various financial and administrative functions including debt management, grants, purchasing, leases, and insurance.

Oversees the Information Technology function; conducts research and develops recommendations to the City Manager on City-wide operations, policy, procedures, programs, services, and other administrative issues; directs the procurement and utilization of computers and software; reviews management information systems questions, issues, problems, and planning; and has responsibility for the development of centralized computer and information systems.

Represents the City Manager at meetings, as needed, by making presentations to explain program or project status to the City Council or other formal groups and to answer questions or arrange for compilation of data to assist in the decision making process.

Prepares and presents reports to the City Council and other legislative boards relative to areas of responsibility.

Provides highly responsible administrative staff assistance including conducting specific and comprehensive analysis of a wide range of municipal policies involving organization, procedures, finance, and services.

Provides a wide range of assistance to the City Manager including special projects, administrative functions, enforcement of all laws and ordinances, and performs related work and other duties as assigned by the City Manager.

Represents City functions and activities with citizens, community organizations, and other government agencies; and performs related duties as assigned.

**TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

**TYPICAL WORKING CONDITIONS**

Work is normally performed in an office environment; frequent driving to different locations throughout the City; continuous contact with other staff and the public.

**MINIMUM QUALIFICATIONS****Knowledge of:**

- Principles and practices of public administration including administrative analysis, fiscal planning, and control, policy, and program development.
- Laws, rules, ordinances, and legislative processes controlling municipal government services and operations.
- Organization, problems, and functions of municipal government.
- Research and evaluation methods.
- Principles of management, supervision, training, and employee evaluation.
- Information systems, personal computers, and software applications related to City management and administration.

**Ability to:**

- Plan, organize, manage, coordinate, and supervise the functions and services of the City to achieve efficient operations and achieve program goals.
- Prepare and administer the City budget and oversee fiscal records.
- Direct the gathering, organization, analysis, and presentation of a variety of data and information.
- Prepare clear, concise, and accurate records and reports.
- Evaluate, formulate, and develop recommendations on improvements to City operations, programs, and services.
- Provide advice and consultation to the City Council on the development of ordinances, regulations, programs, and policies.
- Communicate well during public presentations.
- Exercise supervisory and management authority tactfully and effectively.
- Effectively represent the City's policies, programs, and services with the public, community organizations, City staff, and other government agencies.
- Establish and maintain cooperative working relationships.

**Training and Experience:**

- Six (6) years of broad and extensive management, supervisory, and administrative experience, preferably including work in a public agency involving development and administration of programs, budgets, and public services.

**SPECIAL REQUIREMENTS**

- None.

**Education:**

- Graduation from an accredited college or university with a Bachelor's degree in public administration, business administration, or a closely related field.
- A Master's degree in public administration, business administration, or a closely related field is highly desirable.

**License:**

- Possession of a valid California driver's license.

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