

CITY OF CEDAR RAPIDS POSITION PROFILE	JOB CODE #/TITLE: NB354 Finance Director
POSITION #/TITLE: 2406 Finance Director	Adopted: 06-07
	Revised: 05-14

POSITION DESCRIPTION

Dept: Finance-Administrative Services	Manager Level: Director
Salary Plan/Description: NBU/Non-Bargaining Unit	Salary Grade: 24
Reports To Position #/Job Code #/JC Title: 2353/CN001/City Manager	Dotted-line Reports To Position #/Job Code #/JC Title:
FLSA Status: Exempt	City Overtime Status (Employee Type): Exempt (Salaried)
Physical Demand Rating: Light	Work Environment: Controlled
Pre-employment Testing: Drug and health screening after contingent offer.	Position Testing: Job fit assessment
Personal Protective Equipment: None	

General Statement of Duties

Plans, organizes and directs the operations and activities of the Finance/Administrative Services Department; performs related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to provide administrative oversight to all operations and activities of the Finance/Administrative Services Department. The work is performed under the direct supervision of the City Manager but extensive leeway is granted for the exercise of independence and initiative. Supervision is exercised over the work of all employees within the Finance/Administrative Services Department in coordination with a management team consisting of the areas Financial Operations, Treasury, General Accounting Services, Purchasing Services, Facilities Maintenance, Fleet Services, Information Technology, Parking Operations and Risk Management. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with other City employees, the City Council, business and community groups, outside auditors, state and federal officials, representatives of the media and the public. The principal duties of this class are performed in a general office environment.

Examples of Essential Work (Illustrative Only)

Plans, organizes, directs and evaluates the work of Departmental Managers in implementing the expressed goals, policies and directives of the Finance/Administrative Services Department;
 Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations and address all related financial processes within the City;
 Develops and administers the Departmental budget;
 Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Division or Departmental operations;
 Prepares, edits, reviews, organizes and conveys summary financial information for City Council, City Manager, department directors, City employees and the public;
 Provides status reports to the City Manager on Departmental operations, any major shift in policies or procedures and recommendations for future development;

Oversees the development and implementation of financial operations within the City, including the operating budget and capital improvement program, bond sales, financial reports and reporting guidelines;

Administers the City's debt management policies and procedures, including analysis of debt capacity, new debt and refunding opportunities, issuance, administration, compliance of arbitrage restrictions and bond covenants;

Oversees the development and implementation of performance measures and benchmarks within the City;

Participates in various aspects of personnel administration within the Department, including hiring, termination, grievance procedures and coordinating employee training;

Serves as the chief spokesperson for the Finance/Administrative Services Department;

Renders final administrative decisions on the application of City financial policies to specific cases;

Performs special projects for the City Manager as requested;

Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions;

Attends meetings, conferences, workshops and training sessions and reviews publications and audio-visual materials to become and remain current on the principles, practices and new developments in assigned work areas;

Responds to citizens' questions and comments in a courteous and timely manner;

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;

Plans, organizes, directs and evaluates the work of Departmental Managers in implementing the expressed goals, policies and directives of the Department;

Develops policies and procedures designed to increase the efficiency and effectiveness of Departmental operations;

Confers with Department management team to track implementation of policies and receive specific recommendations and suggestions on Division or Departmental operations;

Provides status reports to the City Manager on Departmental operations, any major shift in policies or procedures and recommendations for future development;

Oversees the development and implementation of operations within the department and looks at the impact of these operations on other City operations;

Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;

Reviews department customer service practices to ensure department is meeting the needs of internal and external customers;

Establishes continuous improvement process in the department;

Conducts timely performance reviews and monitors performance and staffing needs;

Performs all work duties and activities in accordance with City policies, procedures and safety practices;

Attends work regularly at the designated place and time;

Supports continuous process improvement initiatives;

Performs related work as required.

Required Knowledge and Abilities

Comprehensive knowledge of current principles and practices of municipal finance operations;

Comprehensive knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles;

Comprehensive knowledge of auditing procedures;

Comprehensive knowledge of all tax codes within the City;

Comprehensive knowledge of the practices and procedures involved in identifying sources of revenue for a municipality;

Comprehensive knowledge of planning research principles and methodologies;

Comprehensive knowledge of current principles and practices of public administration;

Comprehensive knowledge of budgetary principles within a municipality;

Ability to perform and oversee complex financial auditing and reporting procedures within a municipality;

Ability to provide administrative direction within a municipal Department;
Ability to supervise, train, evaluate and lead the work of others;
Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
Ability to understand and follow oral and/or written policies, procedures and instructions;
Ability to prepare and present accurate and reliable reports containing findings and recommendations;
Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
Integrity, ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Accounting or a closely related field, preferably a Certified Public Accountant or similar certification; and Extensive experience in financial operations within a municipality; or Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Required Special Qualifications

None

Essential Physical Abilities

Requires the following with or without reasonable accommodation:
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related materials in both electronic and hard copy form;
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce handwritten materials and notations;
Sufficient personal mobility, which permits the employee to visit various and other work stations in the City.