

MAJOR FUNCTIONS

This is responsible administrative, supervisory and analytical work assisting with the management of the functions of the Department of Management and Administration, including strategic planning, budgeting, accounting, procurement, and grants monitoring. Considerable independent judgment, discretion and initiative are exercised in handling areas of responsibility with efficiency and effectiveness. Work is performed under the general direction of the Director-Department of Management and Administration and is reviewed through reports, conferences, observations, analysis of reports and recommendations, and by results achieved.

ESSENTIAL DUTIES AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Reviews and analyzes economic, social, political, and legal factors that affect public demand for government services and the organizational and fiscal capacity of the City to provide those services. Analyzes fiscal policies, designs financial models, interprets data, performs revenue forecasting, and develops recommendations on long-term financial strategies to ensure the City's continued financial viability. Monitors state and federal legislation, identifies any potential financial impact of such legislation on the City, identifies potential grant opportunities, and provides information and recommendations to the City's lobbyists. Develops objectives and strategies to address identified issues, and establishes performance measures to evaluate and review progress. Assists in policy formation and the overall management and supervision of functions of the Department of Management and Administration, including financial planning, budgeting, accounting, and procurement. Plans, assigns, schedules, trains and directs the work of professional and clerical employees engaged in research, formulation, coordination, execution and administration of the City's budget, financial statements, and procurement processes. May provide staffing support for the Financial Viability of the Government Target Issue Committee. Makes presentations to the Executive Team, City Commission, and citizen groups. Participates on a variety of committees, prepares and presents staff reports and other necessary projects as directed. Recommends the hire, transfer, promotion, grievance resolution and discipline of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Serves in the absence of the department director. Develops agenda items, reports and other procedural documents. Attends City Commission meetings and various meetings/conferences with City department directors, City Commissioners, staff and the public. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities And Skills**

Thorough knowledge of benchmarking and performance measure implementation. Thorough knowledge of best practices and principles of public sector financial planning, budgeting, governmental accounting, and procurement. Thorough knowledge of laws, rules, and regulations applicable to public sector budgeting, governmental accounting, debt management, and procurement. Comprehensive knowledge of quantitative and financial analysis and related statistical concepts and methods. Knowledge of modern management practices, procedures, theories, and organizational analysis. Knowledge of the principles of supervision, training and performance evaluation. Ability to assess municipal problems and proposed policies in terms of their financial and administrative implications. Ability to analyze and interpret financial records and to prepare timely, accurate, and complete statements, summaries, reports, and recommendations. Ability to present oral and written reports effectively to a variety of audience levels. Ability to establish and maintain an effective working relationship with elected and appointed City officials, executive management, other City

employees, other governmental agencies, and the general public. Ability to supervise subordinates in a manner conducive to high performance and good morale. Ability to establish and meet deadlines. Skill in the use of personal computers and associated programs and applications required for successful job performance.

Minimum Training and Experience

Possession of a master's degree in public or business administration, finance, accounting, or a related field and six years of professional and administrative experience in public sector finance; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity. A CPA may be substituted for the master's degree.

Established: 01-23-08
04-27-09*
04-09-11