

**MAJOR FUNCTION**

This position is responsible for professional, administrative, and supervisory work managing departmental activities within the Technology and Innovation Department. Work involves responsibility for directing, coordinating and overseeing activities in the department's financial, administrative and personnel portfolio, including the execution of high-impact, enterprise wide, strategic programs and initiatives. The Technology Business & Finance Manager administers budget preparation and financial and grants management, cost allocation and performance measurement, preparation, review and consolidation of technology business plans, research and analysis on special projects, asset and vendor management, resource management and workforce strategy and development, and provides alignment with the strategic direction of the organization. Considerable latitude, independent judgment, and initiative are exercised in this class. Financial and administrative direction is received from the Technology Officer, who indicates results desired and reviews the work to determine conformity of results with desired objectives.

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

Directs the collection, preparation, analysis and reporting of the financial data necessary to facilitate budgeting, forecasting, and accounting to evaluate and communicate the department's financial position; Coordinates the development and monitoring of operating and capital budgets and strategies for cost allocation and performance metrics. Manages technology, cross-functional and special project grant research, proposals and compliance. Reviews and analyzes cost structures for financial implications of technology projects and services. Reviews and assesses for viability the department's system of internal controls related to policy, process and procedure for all administrative, human resource, procurement and budgetary activities and develops, implements and maintains improved procedures, methods and systems. Oversee the development of strategic vendor partnerships and assets and inventory management. Administers workforce strategies and development of personnel programs including staff training, appraisals and career progression. Plans, organizes, coordinates and oversees the department's administrative services activities. Recommends the selection, transfer, advancement, grievance resolution, discipline, or discharge of assigned staff. Conducts performance evaluations and recommends the approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Prepares and coordinates the preparation of agenda items for City Commission meetings. Attends meetings and acts in capacity of the Technology Chief Finance and Administrative Officer as needed. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the principles and practices of the City organization and management. Thorough knowledge of administrative management, internal controls and budget analysis and methods. Considerable knowledge of group dynamics, problem-solving methods, and behavioral and organizational change strategies. Considerable knowledge of methods and techniques involved in conducting administrative and method studies, including report writing. Ability to communicate clearly and concisely, orally and in writing. Ability to initiate and install administrative and technical programs, procedures, and systems and evaluate their effectiveness. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to plan, organize and train others in a manner conducive to high performance and good morale. Ability to exercise analytical judgment in

recommending operational or organizational changes or alternatives. Skill in the use of microcomputers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, finance, accounting, a related field, or the field in which the vacancy exists and four years of professional administrative or management experience that includes finance, accounting, purchasing, human resources, planning, communications, or a related area; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Established: 07-04-20