



CITY OF CHINO

Director of Finance

Definition:

Under administrative direction, plans, directs, and coordinates Finance Department activities; implements policies and establish procedures related to finance, purchasing, utility billing, revenue collection, and data processing functions; prepares the City budget for City Manager review and evaluation; develops and administers the Department budget; establishes and maintains liaison to the public; and performs related work as assigned.

Class Characteristics:

The Director of Finance is responsible for the development and administration of programs designed to address primary areas of City service. He/she is expected to exercise independent judgment, wisdom, common sense, and initiative in establishing efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager. The Director of Finance must also function as a member of the City's management team and actively participate in addressing issues of concern to the City which at times may not have a direct impact on his/her area of specialization.

Essential Functions:

- Direct the fiscal management of the City, including revenue forecasting, collection and disbursement of funds, accounting, financial reporting and auditing, and investment of funds.
- Plan, direct, and coordinate the administration of the City's finance, purchasing, utility billing, and data processing activities and services; recommend policies and implement procedures to conduct activities; ensure that activities are conducted in accordance with related laws, ordinances, rules and regulations; develop comprehensive plans to satisfy future needs for departmental services.
- Prepare and administer the budget for the Finance Department.
- Conduct studies or oversee the conduct of studies relating to the development of rates and changes for utilities, development impact fees, and user charges.
- Administer contracts for Department services; review City-wide contractual agreements; maintain liaison with service providers and ensure adherence to contract provisions.
- Advise, and otherwise provide assistance to, the City Council, City Manger, other City staff and the public regarding finance, purchasing, and data processing.
- Coordinate the issuance and administration of Council approved borrowing for the City.
- Select Department employees; plan, organize, and assign work; develop and establish work methods and standards; conduct or direct staff training and development; review and evaluate employee performance; execute disciplinary action.
- Represent the City, or delegate such authority, in relations with the community, advisory committees, local, county, state, and federal agencies and professional organizations.

- Perform treasury functions, including the investment of City monies according to Council policy, preparing and presenting financial reports and maintaining related records.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in finance, business administration, accounting, or a related field.
- Master's degree in finance, public administration, or a related field (highly desirable).

Experience:

- Five years of progressively responsible administrative experience in the field of municipal finance administration, including the functions of accounting, purchasing, utility billing, revenue collection, and data processing applications.
- Five years of supervisory experience at the mid-management level or above.

Extensive knowledge of:

- Principles, practices, and techniques of municipal finance administration, fiscal management, revenue forecasting, accounting, financial reporting and auditing, and investment of funds.
- Laws, ordinances, rules, and regulations regarding local government operations related to finance, purchasing, utility billing, revenue collection, and data processing functions.
- Principles and practices of supervision and disciplinary processes.

Thorough knowledge of:

- Data collection and analysis techniques.
- Municipal budgeting processes.
- Data processing systems/applications in a public agency.

Considerable knowledge of:

- Positive employee relations.
- Techniques of maintaining effective Council/staff and public/staff relations.

Ability to:

- Plan, organize, and coordinate Department activities.
- Research, prepare, and present complex reports on a variety of subjects.
- Plan and enforce a balanced budget.
- Prepare professional accounting work.
- Communicate clearly and concisely, both orally and in writing.
- Deal constructively with conflict and develop effective resolutions.
- Establish and maintain effective relationships with the community at-large, the City Council, other City departments and public officials, public and private organizations and businesses, commissions/committees, and City staff.
- Analyze complex administrative situations and resolve them through application of City policy and management principles and practices.
- Develop comprehensive plans to meet future City needs/services.
- Select, train, supervise, and evaluate employees.
- Deal tactfully and courteously with internal and external customers.
- Interpret complex regulations, laws, and guidelines.
- Understand, explain, and apply policies and procedures.
- Represent the Department and/or City effectively in a variety of meetings, including making presentations.
- Develop new policies impacting Department operations and procedures.
- Make decisions regarding operational and personnel functions.
- Respond to emergency and problem situations in an effective manner.
- Interpret financial statements and cost accounting reports.

Special Requirements:

- Possess a California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I

Link to description [here](#)

Employee Unit:

Executive Management

Revised: 10/06/09

Replacing Director of Finance classification specification (10/2/06).

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