

FINANCE AND TECHNOLOGY DIRECTOR

Purpose:

To actively support and uphold the City's stated mission and values. To plan, manage, direct and review the activities and operations of the City's Finance and Technology Department including accounting, budgeting, purchasing, risk management, sales tax licensing, customer services, applications services, system and network operations, customer support and telecommunications services for the department; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible, complex administrative support to City management staff and the City Council.

Supervision Received and Exercised:

Receives administrative direction from the City Manager.

Exercises direct supervision over professional, technical, and clerical personnel. If the Chief Financial Officer or Chief Technology Officer is other than the Finance and Technology Director, there will be a dual reporting relationship with the Finance and Technology Director and the City Manager.

Position Information:

The role of the Finance and Technology Director is to oversee two major areas of the City – finance and information technology. The Finance and Technology Director provides financial management and operational support for the City; and coordination and development of the City's information and telecommunications systems. The Finance and Technology Director is responsible for determining departmental policies; planning long term programs; managing the department's budget; and handling complex administrative duties. This position may serve as the Chief Financial Officer and Treasurer of the City.

In addition, the Finance and Technology Director develops and promotes a solid relationship with the general public; City Council; boards and commissions; various employee groups; other City departments; and other municipalities.

Essential Functions:

Finance & Technology Director (continued)

Duties may include, but are not limited to, the following:

- Administer, plan, and direct the activities of the following divisions / sections / programs: accounting, budgeting, purchasing, risk management, sales tax licensing, customer services, applications services, system and network operations, customer support and telecommunications.
- Advise, consult and provide information to the City Manager regarding City finances and information technology.
- Prepare and monitor the City's annual operating and capital improvement budget, and long-range financial and debt management programs.
- Analyze and monitor the City's financial condition; make recommendations for improvement to the City Manager, Assistant City Manager and City Council as necessary.
- Responsible for the City's investments.
- Directs debt issuance activities relative to the City's capital improvement program and operating budgets.
- Advise the City management and the City Council on City financing of special projects and programs.
- Assist in negotiations of contracts and subcontracts for the City; review and approve the purchase of goods and services for the City.
- Ensures compliance with all applicable local, state and federal laws and regulations.
- Maintain an understanding of the needs and changing priorities of other City Departments and Divisions through ongoing interaction with customers and Departmental staff; focus on creating technological solutions to customer's problems and information needs.
- Develop, implement and maintain the City's "Information Technology Strategic Plan", which addresses the purchase, installation and maintenance of various systems throughout the organization;
- Conceptualize, implement and deliver multiple projects on time and within budget, ceteris paribus; recommend strategic and tactical plans for the effective and efficient utilization of various information technologies; prepare the Departmental budget based upon these plans.
- Set policies to ensure the integrity and privacy of data and the security of all systems.

Finance & Technology Director (continued)

- Provide leadership and direction in planning and prioritizing tasks, strategic planning initiatives, and upholding the City's stated mission and values.
- Lead the City Manager's initiative to provide focused learning experiences and resources to improve performance and maximize leadership in the workplace.
- Administer and direct comprehensive programs; formulate and recommend policies, regulations and practices for carrying out the program; consult with and advise the City staff to coordinate the various phases of the policies, practices, ordinances and resolutions.
- Direct and participate in meetings with vendors, contractors, and consultants regarding the administration of work and/or contracts.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.
- Confer, advise and/or direct division heads on problems relating to activities within their division.
- Facilitate the resolution of employee relation issues as well as represent the City in matters of concern to associations representing City employees.
- Advise and assist the City Manager, department management, and employees in a variety of work related matters including the interpretation and application of policies and processes.
- Direct, oversee and participate in the development of the department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Coordinate activities with those of other City departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
- Make presentations before the City Council and other boards, commissions and community organizations.
- Supervise and participate in the development and administration of the department budget; direct the forecast of additional funds needed for staffing, equipment materials, and supplies; monitor and approve expenditures; and implement midyear adjustments.

Finance & Technology Director (continued)

- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Have a strong commitment to value diversity in the Department and the City.
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Eight years of increasingly responsible management / administrative experience in at least one of the following areas:

- Governmental financial planning and administration; and/or
- Information technology planning and administration.

Education:

A Bachelor's degree from an accredited college or university in business management, public administration, finance, accounting, computer information systems or degree related to the core functions of this position. A Master's degree is preferred.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

Interpersonal skills: Maintain open lines of communication; establish a high degree of trust and credibility; and promote a workforce and environment that represents and values diversity of people and ideas.

Integrity: Abide by a strict code of ethics and behavior; encourage others to behave accordingly; treat others with honesty, fairness and respect; and take responsibility for accomplishing work goals within accepted timeframes.

Professionalism: Maintain composure and deal calmly and effectively in stressful situations; project an appropriate image of self and the organization; and take pride in work and the work of the organization.

Finance & Technology Director (continued)

Initiative: Work with energy, drive and strong accomplishment orientation; go beyond the routine demands of the jobs; perform effectively with minimal direction; and always

strive to succeed and excel.

Understand customer needs: provide prompt, efficient and Customer Service: courteous assistance; follow up with customers; and actively look for ways to improve

service.

Planning and Organizing: Approach work in a methodical manner; prioritize tasks and perform accurately and completely; allocate time and resources effectively; and develop

contingency plans.

Dependability and Reliability: Responsible and consistent in fulfilling obligations: diligently meets deadlines; and comply with organizational rules, policies and

procedures.

Willingness to Learn: Develop and maintain knowledge, skills and expertise necessary to achieve positive results; anticipate changes in work demands; participate in training;

and seek constant feedback.

Critical and Analytic Thinking: Use inductive and deductive reasoning to perform job successfully; critically review, analyze, compare and interpret information; and quickly

understand, orient and learn new assignments.

Teamwork: Accept membership in a team; develop constructive and cooperative working relationships with others; identify goals and values of the team; and bring

others together to reconcile differences.

Problem Solving and Decision Making: Ability to identify problems; use logic and analysis to identify and decide on the best solution to resolve the problem; and commit

to a solution in a timely manner.

Job Code: 042

Status: Exempt / Unclassified