



## CITY OF BEAUMONT

### FINANCE DIRECTOR

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

#### **SUMMARY DESCRIPTION**

Under general administrative direction, plans, manages, directs, and oversees the activities and operations of the Finance Department including finance, purchasing, the City budget, utility billing, revenue collection and data processing; coordinates assigned activities with other departments and outside agencies; prepares the City budget for review and evaluation; establishes efficient and effective departmental operations consistent with City Council policies and administrative guidelines established by the City Manager; participates as a member of the executive management team; and provides highly responsible and complex administrative support to the City Manager.

**REPRESENTATIVE DUTIES** *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assumes full management responsibility for all Finance Department services and activities including finance, purchasing, budgeting, investing, utility billing, revenue collection and data processing.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures; ensures that activities are conducted in accordance with related laws, ordinances, rules and regulations.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Finance Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
7. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
8. Directs the fiscal management of the City, including revenue forecasting, collection and disbursement of funds, accounting, financial reporting and auditing, and investment funds.

## **CITY OF BEAUMONT**

### **Finance Director (*Continued*)**

9. Conducts analytical research, audits, and or evaluation of City policies and procedures as they relate to fiscal policies; conducts studies, surveys or oversees the conduct of activities relating to the development of rates and changes for utilities, development impact fees and user fees.
10. Conducts studies, surveys, and other research on difficult and complex administrative and/or operational matters, analyzes data collected, evaluates alternatives and prepares recommendations and reports of findings.
11. Oversees, coordinates and monitors the City-wide budget process to include preparation of all documents; compiles and analyzes City operations and services budget requests and projections.
12. Facilitates and coordinates the City Council budget review process and related public hearings; oversees and coordinates the production of the final budget document and performs periodic budget review.
13. Prepares a variety of correspondence, reports, and proposed resolutions and ordinances.
14. Participates in the resolution of various administrative and policy issues related to the City's internal service operation and functions.
15. Initiates, directs, coordinates and participates in the conduct and successful completion of major, long term projects and studies with City-wide implications as assigned.
16. Provides staff assistance to the City Manager, City Council, Planning Commission, other boards and commissions, other department heads, and civic groups in matters involving planning, zoning, and enforcement; prepares and presents staff reports and other necessary correspondence.
17. Represents the Community Development Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
18. Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
19. Participates on a variety of boards, commissions, and committees.
20. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the fields of planning, building, and economic development; incorporates new developments as appropriate.
21. Responds to requests for information from the public, City departments and outside agencies; responds to and resolves difficult and sensitive planning, zoning, building, environmental, and administrative policy questions.
22. Performs related duties, as assigned.

### **QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **Knowledge of:**

- Accepted principles, practices and techniques of municipal finance administration, fiscal management, revenue forecasting, accounting, financial reporting and auditing.
- Advanced principles and practices of program development and administration.
- Principles and practices of supervision and disciplinary processes.
- Data collection and analysis techniques.

**CITY OF BEAUMONT**  
**Finance Director (Continued)**

Municipal budgeting processes.  
Data processing systems/applications in a public agency.  
General office, records management and administrative practices and procedures.  
Methods and techniques of basic work supervision.  
Maintain confidentiality of information.  
Principles and practices of municipal budget preparation and administration.  
Computer systems related to maintaining municipal records.  
Pertinent federal, state, and local laws, codes, and regulations.

**Ability to:**

Manage and direct a comprehensive finance program.  
Develop and administer departmental goals, objectives, and procedures.  
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.  
Identify and respond to sensitive community and organizational issues, concerns, and needs.  
Plan, organize, direct, and coordinate the work of lower level staff.  
Delegate authority and responsibility.  
Select, supervise, train, and evaluate staff.  
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.  
Research, analyze, and evaluate new service delivery methods and techniques.  
Collect, organize, analyze, and interpret information relating to finance programs.  
Prepare clear and concise administrative and financial reports.  
Prepare and administer large and complex budgets.  
Interpret and apply applicable federal, state, and local policies, laws, and regulations.  
Maintain confidentiality of records, files and documents.  
Communicate clearly and concisely, both orally and in writing.  
Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

A Bachelor's Degree from an accredited college or university with major course work in finance, public or business administration or a related field.

**Experience:**

Eight years of progressively responsible administrative experience in the field of municipal finance.

**License or Certificate:**

Must possess a valid California Class C Driver's License and maintain possession of such license during the course of employment.

Must have an acceptable driving record, be insurable at standard rates by City's insurance carrier, and maintain such insurability during the course of employment.

**CITY OF BEAUMONT**  
**Finance Director (Continued)**

**PHYSICAL, MENTAL, AND ENVIRONMENTAL REQUIREMENTS:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:*

Must be found to be free from any physical, emotional or mental conditions, as determined by a qualified physician and/or psychologist, which with or without accommodation might affect the ability of the employee to perform essential job functions. The position may require prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. Additionally, the position requires grasping, repetitive hand movement, and fine coordination in retrieving and entering data using a computer keyboard. Near and far vision is required in order to read work related documents and use the computer. Acute hearing is required when providing phone and personal service. The position requires lifting, carrying, pushing, and/or pulling objects weighing up to 25 pounds. Incumbent must be willing to work shift work, including nights, weekends, and holidays.

*This classification is not intended to be all-inclusive. An employee may be required to perform other reasonable duties as assigned by management. The City reserves the right, with the concurrence of the department head, to revise or change classification duties and responsibilities as the need arises and as consistent with the meet and confer process.*