

# Finance Job Description

Presented by: DCA Linda Carlson

Consideration to Approve



**On July 16, 2024 Commission meeting, the Finance Job Description for the Finance Technician was tabled until there was a meeting with two commissioners, the City Administrator and myself. Commissioner Baer, Commissioner Fridrich, Administrator Dassinger and myself met on Wednesday July 24<sup>th</sup> and discussion was had.**

**Recommendation:**

- 1. To update the Finance Supervisor job description and post it internally and externally.**
- 2. Take no action on the Finance Technician job description at this time.**



## **DEPUTY FINANCE DIRECTOR**

**Changes include:** Title change, realigning responsibilities, some tasks and duties. Red lined job description attached.

**Duties include:** Supervision of Finance and Utility Billing  
Responsibilities include budget creation and annual audit preparation, overseeing the financial of grant administration, collaborating with all departments, debt, bonds, loans, overseeing the financials of the city, capital infrastructure and depreciation of fixed assets.

**Knowledge of:** Municipal fund accounting, investment fund management



## **DEPUTY FINANCE DIRECTOR**

**EDUCATION and EXPERIENCE:** Bachelor Degree in Finance, Business or related field.  
A Public Finance Officers Certificate (preferred).  
Five or more years of Public Finance experience  
Two years in a Supervisory Position  
or  
equivalent combination of education and experience

**NO change to Grade level:** Grade 17 - Exempt status

