



**FINANCE DIRECTOR / CITY TREASURER
FULL-TIME EXEMPT**

Approved _____

A. GENERAL PURPOSE

Manages the City's finances, accounting, payroll, and budgeting and supervises the Finance Department. Administers the City's investment policies, practices, and program. Serves as the City Treasurer. Directs and coordinates the formulation, presentation, publication, implementation and monitoring of City's operating budget. Provides highly responsible and complex administrative support to the City Council.

B. ESSENTIAL DUTIES AND RESPONSIBILITIES

1. This position serves as the Chief Financial Officer and City Treasurer for the City and performs all functions required by Section 22.075 of the Texas Local Government Code.
2. Coordinates the City's budget and tax rate process in accordance with state law and accepted accounting practices.
3. Oversees the preparation of municipal financial reports as required by state law and requested by City Council or the City Administrator.
4. Advises the City Council, City Administrator, and Department Heads regarding financial matters.
5. Oversees and coordinates the City's financial operations including accounting, billing, purchasing, treasury, debt management, and required financial reporting.
6. Manages and monitors the collection of all City taxes including sales tax, ad valorem tax, and hotel occupancy tax.
7. Supervises and evaluates the performance of assigned personnel; provides staff training regarding accounting, budgetary, and financial matters.
8. Ensures staff compliance with departmental policies, procedures, and regulatory requirements and state law related to the budget and finances.
9. Develops, implements, administers, and reviews the City's financial policies and procedures in accordance with state law.
10. Prepares and/or reviews revenue estimates; reviews and recommends changes to tax rates and municipal fees.
11. Composes, prepares, reviews, and presents the proposed annual budget to the Mayor and presents the budget at City Council workshops and public hearings.
12. Monitors the finance departmental budget and other financial reports; identifies and addresses trends and/or potential issues.
13. Performs a variety of debt management functions; plans debt issuance's and presents proposed debt instruments to the City Council for consideration; oversees

- debt related reporting.
- 14. Assists with the annual audit.
- 15. Assists in developing and managing the City of Dripping Springs Personnel Manual, as it relates to finance and budget matters and to the Finance Department.
- 16. Oversees and coordinates the budget and financial operations of the Tax Increment Reinvestment Zones.
- 17. Travels to various destinations in and out of the City.
- 18. Performs other tasks as assigned by City Council, City Administrator, and Deputy City Administrator.

C. SUPERVISION

Under the supervision of the City Council and City Administrator.

D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS

- 1. Bachelor's Degree in accounting, business, finance, public administration with emphasis on finance/budgeting, or other related Bachelor's degree. Ten years of municipal experience is required. If the degree of the employee is not in a related field as described herein, then at least five years of the ten years of municipal experience must be in accounting, business, or finance. Five years of supervisory experience is required and may be experience that ran concurrently with the municipal or other experience.
- 2. Knowledge of generally accepted accounting principles and fund accounting.
- 3. Ability to establish and maintain effective working relationships with employees, City officials, media, and general public.
- 4. Ability to communicate effectively orally and in writing.
- 5. Ability to handle confidential and sensitive information while maintaining confidentiality.
- 6. Ability to be bonded as required by Texas Local Government Code Section 22.075.

E. TOOLS AND EQUIPMENT USED

Personal computer, including Microsoft Office; email; phone; printer; and copy machine. InCode, Sage, MyPermitNow, ActiveNet, and database software;.

F. SPECIAL REQUIREMENTS

The physical demands described here 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 perform the essential functions if needed.

- 1. Work is performed mostly in an office setting.
- 2. While performing the duties of this job, the employee is regularly required to move about City Hall and various locations throughout the City; talk or communicate; and operate computer equipment.

G. WORK HOURS

Core work hours are between 8:00 am and 5:00 pm including one hour for lunch, Monday through Friday, except holidays. This is a full-time exempt position and eligible for compensatory time off as described in the DRIPPING SPRINGS PERSONNEL MANUAL. Non-traditional work hours may be required and shall be coordinated with the City Administrator.

H. SALARY

Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

I. BENEFITS

Benefits shall be in accordance with those outlined in the “CITY OF DRIPPING SPRINGS PERSONNEL MANUAL”, as may be modified by the employee’s offer letter and subsequent revisions to the Manual.

J. EQUAL OPPORTUNITY EMPLOYER

The City’s employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Ginger Faught at (512) 858-4725.

Please note: This Position Description is not a contract and shall not be construed to alter an employee’s at-will relationship. The terms and conditions of any employee’s position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee’s Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee’s Offer Letter, the most specific term or condition of employment shall govern.