



LEGISLATIVE COVER MEMO

Introduction: May 2, 2022

Agenda Item: **Resolution 2022-36**

AMENDING THE POSITION DESCRIPTION FOR FINANCE DIRECTOR

Submitted by: Cindi Chibis, Human Resource

Scope/Description: As we prepare to recruit and hire new a new Finance Director, we updated the position description to reflect the duties of the positions more accurately.

Budget Impact: None.

Exhibits: Exhibit A: Finance Director Position Description

Recommendation: Approval

CITY OF FRANKLIN, OHIO
RESOLUTION 2022-36

AMENDING THE POSITION DESCRIPTION FOR FINANCE DIRECTOR

WHEREAS, Section 8.08 of the Franklin City Charter requires this Council to adopt a Position Classification Plan containing position descriptions for all City positions, considering the duties, authority and responsibility of each position;

WHEREAS, this Council adopted a Position Classification Plan and position descriptions on August 18, 2003; and

WHEREAS, upon the request and recommendation of the City Manager/Safety Director, this Council now finds it desirable to update the position descriptions for the Finance Director;

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Franklin, Ohio, a majority of members of Council present concurring, that:

Section 1. The position description for Finance Director is hereby amended as shown in the attached Exhibit A.

Section 2. It is found that all formal actions of this Council concerning and relating to the adoption of this Resolution were adopted in an open meeting of this council, and that all deliberations of this Council that resulted in this formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code, and the Rules of Council.

Section 3. That this resolution shall become effective immediately upon its passage.

ADOPTED: May 2, 2022

ATTEST: _____
Khristi Dunn, Clerk of Council

APPROVED: _____
Brent Centers, Mayor

CERTIFICATE

I, the undersigned Clerk of Council for the Franklin City Council, do hereby certify that the foregoing is a true and correct copy of a resolution passed by that body on May 2, 2022.

Khristi Dunn, Clerk of Council



CITY OF FRANKLIN POSITION DESCRIPTION

Employee Name:		Department:	Finance
Civil Service Status:	Unclassified	Position Title:	Finance Director
Employment:	Full-time	Reports To:	City Council
FLSA Status:	Exempt	Supervises:	Income Tax Administrator, Chief Utility Clerk, <i>Utility Billing Administrator, Secretary to Finance Director, Payroll Clerk, Finance Clerk</i>

GENERAL DESCRIPTION: *Under direction of City Manager, the Finance Director shall keep the financial records of the City, exhibiting accurate statements of all moneys received and expended, of all property owned by the City, and of all taxes and assessments. Advises City Council and the City Manager concerning the City's finances. Supervises Finance Department staff. Oversees billing and collections for Franklin Utility Billing services. Creates and maintains the City's financial data and produces financial reports. Enforces account oversight and compliance. Understands and supports the City's vision. Sets and models high performance standards characterized by integrity. Earns the trust and respect of others and effectively leads achieve strategic objectives.*

ESSENTIAL FUNCTIONS OF THE POSITION: For purposes of 42 USC 12101.

1. *Supervises and directs financial operations of the City; advises City Council and the City Manager concerning the City's finances; supervises the billing and collection of the water and sewer department; assists the City Manager with the preparation of the annual budget; directs the approval, audit, and certification of all claims against the City for payroll, goods, and services; prepares financial reports for City Council and state and federal agencies as required; attends City Council meetings as required; invests idle funds. Establishes objectives for the Finance Department which support the City's short-term and long-term financial goals. Advises City Council and the City Manager concerning the City's finances. Exercises integrity, discretion, and independent judgment with respect to financial matters.*
2. *Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions. Oversees and directs all department services such as budgeting, payroll, account receivables, account payables, general accounting, purchasing, forecasting, risk management, and property and liability insurance activities. Supervises the billing and collection of the water and sewer department. Demonstrates in-depth knowledge of daily operations of all areas of responsibility and daily activities of direct reports.*
3. *Demonstrates regular and predictable attendance. Collects all money due and payable to the City and serves as the custodian of all public money of the City and disburses funds as required by law, ordinance or resolution.*
4. *Examines and audits the account of all City officers, employees, departments, boards and commissions, and assists the City Manager in the appropriation and submission of appropriation measures, estimates, budgets and other financial matters.*
5. *Oversees the hiring, training, and evaluation of direct reports. Attracts, retains, and motivates staff to work toward shared objectives. Effectively manages the performance of staff to achieve annual goals.*
6. *Responsible for the annual audit performed by the Auditor of State's Office or designated independent public auditors. Oversees audit and tax functions, coordinate activities with outside audit firms.*
7. *Responsible for portfolio and funds investment management within the guidelines of City Policy. Provides oversight of cash management and controls. Oversees and coordinates annual and long-range fiscal planning efforts and develops forecasts and trends analysis for revenue and expenditures and establishes internal controls. Reviews financial operations on an ongoing basis.*
8. *Assists the City Manager with the preparation of the annual budget. Develops and manages the budget request cycle. Controls*



CITY OF FRANKLIN POSITION DESCRIPTION

appropriation, expenditure, and receipts process.

OTHER DUTIES AND RESPONSIBILITIES:

1. Performs other duties as required.
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QUALIFICATIONS: *(* indicates developed after employment)*

Bachelor's degree in accounting, business, public administration, or related field or equivalent combination of experience and training; considerable experience in public finance administration, including experience in local government, in a responsible professional or supervisory capacity.

Communication Skills: *Ability to make clear and effective presentations to City Council and other stakeholders. Ability to maintain effective relationships with City Council members, community officials, leaders, organizations, the public, and staff. Ability to read, analyze, and interpret general business periodicals, professional journals, policy and procedure manuals, and governmental regulations. Ability to write reports and business correspondence clearly and informatively. Ability to effectively present financial information and respond to questions from staff, patrons, and members of the community. Ability to deal effectively with confrontational individuals and/or challenging situations.*; Compile and prepare reports; maintain records according to established procedures; develop and maintain effective working relationships; prepare accurate documentation; complete routine forms;

Education and Experience: Generally accepted accounting principles; budgeting; government structure and process; department goals and objectives; department policies and procedures; public relations; Ohio Revised Code as it relates to financial practices and procedures; office practices and procedures; supervisory principles and practices. *Bachelor's Degree in accounting, business, public administration, or related field required. Minimum of three years' experience in public finance administration and supervisory experience preferred. Thorough knowledge of administrative policies governing public sector financial practices and procedures. Ability to be bonded. Knowledge of government standards and accounting protocol as well as Generally Accepted Accounting Principles (GAAP).*

Equipment, Tools and Materials: Computer, copier, calculator, fax machine. *Ability to use computer equipment, modern fiscal software and equipment, and standard office equipment. Ability to periodically drive vehicle.*

Licensure or Certification Requirements: ~~None.~~ *Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required. Certification by the Ohio Treasurer's Office' Center for Public Investment Management as required by Ohio Revised Code Sections 135.22 and 321.46. Must be bonded.*

Math skills: *Read, copy, and record figures accurately; add, subtract, multiply, and divide whole numbers; Advanced mathematical, fiscal, and statistical skills. Ability to effectively present complex data to the City Council, staff, and the general public. Ability to create and adhere to annual budgets. Ability to effectively negotiate contracts. Ability to develop and implement cost saving measures.*

Physical Requirements: (with or without accommodation): *Ability to occasionally operate a motor vehicle, hold, lift, reach, stoop and turn. Ability to frequently, grasp, sit, stand, walk, and use keyboard. Specific vision abilities required for this job include close and distance vision. Ability to speak English and hear required. Duties are primarily performed in an office environment.*

Reasoning Skills: *deal with many variables and determine specific action; define problems, collect data, establish facts, and draw valid conclusions; exercise independent judgment and discretion; understand, interpret, and apply laws, rules, or regulations to specific situations;*

Technical Skills: *Ability to use accounting system, payroll software, e-mail, spreadsheet, and office software. Ability to maintain complex financial records and prepare reports from the records. Ability to learn automated system functions used in carrying out job duties.*



CITY OF FRANKLIN

POSITION DESCRIPTION

INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS: (For purposes of O.R.C. 4167)

Employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.). Employee is occasionally exposed to outdoor weather conditions, May be exposed to hazardous driving conditions, verbal abuse by the public, or to human blood or other body substances.

- 1. ~~Emergency plans and fire plans.~~
- 2. ~~Compressed gases.~~
- 3. ~~Portable fire extinguishers.~~
- 4. ~~Handling of material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)~~
- 5. ~~Hazardous chemicals.~~

The employee:

- 1. ~~Works in or around crowds.~~
- 2. ~~Has contact with potentially violent or emotionally distraught persons.~~

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily, and must demonstrate the necessary skills, knowledge, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The above reflects general information considered necessary to describe the essential functions of the job and shall not be construed as an exhaustive statement of duties, responsibilities or requirements that may be inherent in the job. It is not intended to limit the right of any supervisor to assign, direct, or control the work of employees under his/her supervision. The use of a particular expression to describe duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My (employee) signature below signifies that I have reviewed and understand the contents of my position description.

(Signature of Appointing Authority/Designee)

(Date)

(Signature of Employee)

(Date)