

City of Grass Valley
JOB DESCRIPTION



DEPUTY FINANCE DIRECTOR

Department: Finance Director

FLSA Status: Exempt

Reports To: Finance Director

Unit: Contract (At Will)

SUMMARY OF JOB PURPOSE *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.*

The Deputy Finance Director is a full-time, salaried executive position within the Finance Department, reporting directly to the Finance Director and serving at the City Manager's discretion on an at-will, contractual basis.

This position supports the overall management and leadership of the Finance Department for the City of Grass Valley, encompassing financial operations, human resources, and risk management functions. The Deputy Finance Director assists the Finance Director in developing, managing, and implementing administrative and fiscal policies, as well as in strategic planning for financial, human resources, and risk management initiatives.

In addition to these responsibilities, the Deputy Finance Director coordinates activities with other departments and external agencies and provides administrative support to the Finance Director and City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Finance Director. Exercises direct supervision over subordinate professional, technical, clerical and management staff.

ESSENTIAL FUNCTIONS *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. Assist in overseeing and managing financial services and activities within the Finance Department, including general accounting, fiscal reporting, accounts payable/receivable, payroll, business licensing, taxation, inventory management, internal controls, external audit coordination, and the preparation, analysis, and presentation of the annual budget. Support the implementation of policies and procedures.

This job description indicates in general the nature and levels of work, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required. The City of Grass Valley is an EQUAL OPPORTUNITY EMPLOYER.

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2. Ensure the accurate maintenance of the City's accounting records
3. Support the Finance Director/City Treasurer in managing the investment of City funds, working collaboratively with the City Manager.
4. Assist in overseeing the recruitment, selection, promotion, and classification processes, as well as in managing compensation plans and employee benefits within the department.
5. Support personnel actions, including addressing grievances, liaising with City personnel, and collaborating with employee relations committees.
6. Assist the City with labor negotiations, including coordinating with the City's bargaining team and supporting the City's labor negotiator.
7. Support the administration of the City's insurance programs, including health, liability, workers' compensation, life, and casualty insurance.
8. Serve as the Finance Director in the absence of the Finance Director.
9. Help establish Finance Department staffing levels and monitor service efficiency; assist in evaluating and adjusting service delivery methods as needed to improve effectiveness.
10. Assist in planning, directing, and coordinating the Finance Department's work plan, assigning projects and responsibilities; review and evaluate work methods and procedures, and collaborate with key staff to resolve issues.
11. Support the recruitment, training, motivation, and evaluation of department personnel; provide training opportunities and assist in managing employee performance, including implementing discipline when necessary.
12. Assist in the preparation and administration of the department's budget, review forecasts, monitor expenditures, and recommend necessary adjustments.
13. Support the City's budget process by analyzing revenues and expenditures, preparing draft budget documents for the Finance Director, City Manager, and Council review, and producing monthly or quarterly financial reports.
14. Assist the City Manager and Finance Director with financial analysis, recommendations, and reports; prepare correspondence and attend City Council meetings as required.
15. Represent the Finance Department in interactions with other departments, elected officials, and external agencies, facilitating communication and collaboration.
16. Engage with the public on financial matters, addressing inquiries and complaints, and providing clear and concise explanations of department policies and programs.

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17. Review the work of department staff under the direction of the Finance Director, ensuring alignment with City goals, policies, and quality standards.
18. Ensure department compliance with applicable safety, quality, and procedural standards.
19. Stay informed on industry trends and developments in public finance and administration by attending professional meetings and training.
20. Perform other related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES: *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:

1. Principles and practices of municipal finance, including governmental fund accounting, budgeting, auditing, and utility billing operations, as well as the use of relevant computer software management and reporting systems.
2. Principles and practices of leadership, motivation, team building, and conflict resolution.
3. Knowledge of public sector human resources administration, including recruitment and selection, classification and compensation, organizational analysis and development, performance management, employee benefits administration, leave management, deferred compensation, and public retirement systems.
4. Understanding of pertinent local, state, and federal rules, regulations, and laws.
5. Principles and practices of organizational analysis, management, and effective decision-making.
6. Principles and practices of supervision, employee training, and personnel management. Comprehensive understanding of the operations, services, and activities involved in municipal finance and accounting programs.
7. Principles of governmental accounting standards and generally accepted accounting principles (GAAP).
8. Debt management, including the structure of debt and knowledge of human resources, risk management, and safety practices and procedures.
9. Municipal budget preparation and administration, including program analysis, revenue forecasting, and financial planning.
10. Knowledge of grant administration processes, including application, compliance, and reporting requirements.

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11. Program development and administration, as well as principles of supervision, training, and performance evaluation.
12. Skills in preparing and presenting technical, administrative, and complex financial reports effectively.
13. Proficiency with modern office procedures, methods, and technology, including computers and software for word processing, spreadsheets, and other financial applications.

Ability to:

1. Oversee and manage comprehensive municipal finance and accounting programs effectively.
2. Supervise and manage other assigned service areas, including human resources, risk management, information technology, and safety programs.
3. Provide high-level, responsible staff support to the City Manager, City management, City Council, and other boards, commissions, and committees as assigned. Address and respond to sensitive community and organizational issues, concerns, and needs.
4. Offer strategic direction and leadership for the City's financial programs and initiatives.
5. Evaluate programs, policies, and operational needs; make adjustments as necessary. Develop and implement sound accounting and data management systems and procedures.
6. Interpret and apply relevant federal, state, and local policies, laws, and regulations while ensuring compliance with generally accepted accounting principles (GAAP).
7. Plan, organize, direct, and coordinate the work of staff; delegate authority and responsibilities appropriately.
8. Recruit, supervise, train, and evaluate staff to ensure effective performance.
9. Identify and analyze problems; develop and evaluate alternative solutions, anticipate consequences, and implement recommendations to support organizational goals.
10. Research, analyze, and assess new methods and techniques for service delivery and operational improvement.
11. Collect, evaluate, and interpret complex data and information, including detailed financial data, to inform decision-making.
12. Analyze and interpret financial reports with accuracy and insight.

QUALIFICATIONS

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To perform this job successfully, the incumbent must be able to perform each of the essential duties satisfactorily. Reasonable accommodations may be made to enable incumbents with disabilities to perform the essential functions. The requirements listed are representative of the knowledge, skill and/or ability required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT *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.*

1. Environment: Standard office setting with some travel to attend meetings; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside City boundaries to attend meetings.
2. Physical: Primary functions require sufficient physical ability to work in an office setting and operate office equipment.
3. Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.
4. Hearing: Hear in the normal audio range with or without correction.
5. Must be free from any physical, emotional or mental condition which might adversely affect the ability to perform essential job duties.
6. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk, perform simple grasping and fine manipulation, use telephone and communicate through written means.
7. May be required to lift and move as much as 35 pounds.

EDUCATION AND EXPERIENCE - *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:

1. A Bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or a related field is required. Alternatively, an Associate's degree with a minimum of six years of experience as a Deputy Finance Director or higher position in a municipal setting,

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performing similar duties outlined in this job description, may be considered.

Experience:

1. Experience in human resources and risk management is desirable.
2. License or Certificate Possession of a valid California driver's license.

GENERAL

The City reserves the right to revise or change classification duties and responsibilities as the need arises. This description does not constitute a written or implied contract of employment.

I have read and understand the contents of this job description, and I have received a copy of this job description for my records.

Print Name: _____

Signature: _____

Date: _____

Adopted:

Revised:

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