

CITY OF SAN JUAN CAPISTRANO

CHIEF FINANCIAL OFFICER/CITY TREASURER

*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.*

DEFINITION

Under policy direction and the direction of the City Manager, develops and implements financial strategies; plans, organizes, integrates, directs, evaluates and manages the City's financial affairs; provides highly complex, expert, professional assistance to the City Manager on financial, accounting, public financing and related matters; plans and directs the operation and staff of the Finance Department; provides overall strategy and financial oversight for the economic development of the City; provides financial oversight on open space issues and develops financial strategic plan for open space; formulates and oversees the implementation of departmental goals and objectives, policies, and procedures; provides guidance and assistance in the preparation or revision of policies and procedures having City-wide impact; function as project director on assigned City programs; directs and manages the development of short- and long-term goals and objectives consistent with the City's strategic plan and business plan, and ensures their effective execution; represents the City Manager in his absence when assigned, and performs related duties as required. This position serves as the City Treasurer, which reports to the City Council.

DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for managing and integrating broad, comprehensive financial services for the City coordinating activities between City departments, including the issuance of financing vehicles and the management and investment of all City funds. The incumbent plays a key role in the development and implementation of the City's long-term strategic plan, operating and capital budgets, and annual rate analysis and rate setting process. The incumbent assists and supports the City Manager in the day-to-day financial administration of the City, and in the planning and execution of programs and projects for accomplishing the City's short- and long-term goals. Within assigned areas of accountability, the incumbent operates with substantial latitude and discretion to achieve effective and efficient accomplishment of the City's goals. Assignments are broad and complex in scope and allow for a high degree of administrative discretion in their execution. The incumbent provides assistance to the City Council, the public, committees, and other agencies; responds to inquiries and provides information regarding City policies, procedures, and other general information relating to City operations; provides professional and analytical assistance to the City Manager, City Council, and departments.

SUPERVISION RECEIVED AND EXERCISED

Reports to and receives direction from the City Manager; as City Treasurer, reports to and receives direction from the City Council; exercises direct supervision over professional, paraprofessional, and administrative support staff.

ESSENTIAL FUNCTION STATEMENTS

Essential Functions:

1. Assumes full management responsibility for all finance and budget services and activities including cash management, budget management, debt management, and internal control management related to the City and related component units.
2. Continuously monitors the City's financial position and seeks opportunities to enhance and strengthen this position by proposing strategies and restructuring programs to improve revenue, reduce operating expenses, and optimize the use of restricted funds.

3. Plans, directs, and coordinates the finance and capital budget work plan; meets with staff to identify and resolve problems; prepares instructional material and coordinates meetings with departments and management as needed to facilitate budget preparation; reviews and evaluates work methods and procedures to ensure budget adoption prior to July 1 of each year.
4. Oversees and participates in the annual review and revision of the City's structures of utility rates and charges; develops strategies and approaches for evaluating rate change alternatives; directs the development and recommends proposed rates; attends and participates in public meetings and rate hearings; oversees the implementation of new rates following Council approval.
5. Monitors capital markets and works with rating agency, financial advisor, and outside bond counsel in the issuance of revenue bonds; reviews all bond documents and prepares information required for bond covenants; monitors the interest rate market to remain alert for refunding opportunities; stays abreast of law and regulations governing municipal financing and capital financing strategies.
6. Plans, organizes, and directs the activities of the Finance Department, which includes general accounting, auditing, budgeting, purchasing, and utility billing; develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the department.
7. Analyzes, develops and reviews reports of findings, alternatives, and recommendations involving a broad range of revenue, financing, and financial management issues; makes presentations to City management, the City Council, Commissions and others on City financial status and operations; monitors developments related to finance and funding matters and evaluates their impact on City operations and financial programs; recommends policy and procedural improvements.
8. Directs the preparation and distribution of regular budget performance reports and periodic financial reports to the City Manager, City Council, City management, departments, and other governmental and regulatory agencies; evaluates capital improvement projects to ensure maximization of investment; determines source of funding for capital improvement projects.
9. Regularly reviews and reports on the financial condition and cash position of the City, and prepares special reports and analysis as requested by the City Manager.
10. Participates with the Human Resources Department in the evaluation and recommendation of risk management techniques including the assumption of risk, elimination, reduction and transfer of risk through self-insured programs, and the purchase of insurance coverage.
11. Establishes, within City policy and in coordination with the Human Resources Department, appropriate service and staffing levels and allocates resources accordingly; provides leadership and works with managers to develop and retain highly competent staff through selection, compensation, training, and management; manages and assists in treating employee relation items confidentially;
12. Plans, organizes, directs and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching and direction for performance improvement and development; recognizes and rewards exceptional performance; works with employees to correct deficiencies; implements discipline and termination procedures;
13. Assigns projects and programmatic areas of responsibility; assesses and monitors workload, administrative and support systems, and internal reporting relationships; evaluates the efficiency

and effectiveness of service delivery methods and procedures; identifies opportunities for improvement and directs and implements changes.

14. Responsible for monitoring and ensuring compliance with related federal, state, and local policies and procedures, and shall abide by and promote the City's values and beliefs while adhering to the City's ethics policy.
15. Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and procedures of public administration with emphasis on fiscal management, accounting, taxation, and revenue management.
- Governmental financial structure including general, fund, and government accounting, including financial statement preparation and methods of financial control and reporting;
- Internal control and audit principles and practices;
- Accounting standards and requirements;
- Centralized accounting, procurement practices, banking practice and methods involved in the receipt, custody, and disbursement of money;
- Principles and practices of public agency budgeting;
- Investment strategies, methods, and practices;
- Laws regulating the investment of public funds;
- Applicable federal, state and local laws, ordinance, legislation, rules and regulations;
- Principles and practices of public administration, including budgeting, purchasing, and maintenance of public records;
- Customer billing and delinquent account collection;
- Research methods and statistical and financial analysis techniques;
- Principles and practices of computer-based financial and accounting systems;
- Program and project development and evaluation;
- Management and supervisory principles and practices including training, evaluation and discipline methods.

Ability to:

- Plan, organize and direct the operation of a wide variety of financial services, programs, and activities;
- Develop and manage a comprehensive financial management system;
- Develop and direct the implementation of department goals, objectives, policies, and procedures;
- Analyze and interpret laws;
- Analyze and make sound recommendations on complex financial data, operations, management and administrative issues;
- Plan, direct, and evaluate financial programs and activities and make recommendations for improvement;
- Evaluate complex investment vehicles and strategies, and make sound, prudent investment decisions that maximize financial return while safeguarding the City's assets;
- Interpret, explain and apply City, state, federal, policy, law, regulation and court decisions applicable to areas of responsibility;
- Select, supervise, train and evaluate the performance of assigned staff.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

Education and Experience:

- Bachelor's degree in finance, accounting, economics, public or business administration, or a closely related field. A Master's degree in finance, accounting, economics, public or business administration, or a closely related field is preferred.
- Seven years of experience in fiscal management, accounting, and/or budget management and control or a closely related experience. At least five years of experience at a management and policy-making level with supervisory responsibility for management and professional staff.

Special Requirements:

- A valid Class C California driver's license and ability to maintain insurability under the City's Vehicle Insurance Policy.
- License as a Certified Public Accountant is highly desirable.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens and artificial lighting; may include occasional field and site visits outside of the office environment.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting over prolonged periods of time; extensive use of computer keyboard; ability to bend, stoop, reach, grab, kneel, twist, and walk in the course of work; light to moderate lifting.