

FINANCE DIRECTOR

DEFINITION

Under direction of the City Manager, the Finance Director is head of the Finance Department and as such, performs and/or supervises complex professional, supervisorial, administrative and technical accounting and finance functions. The Finance Director plans, implements, directs and administers the City's financial activities including but not necessarily limited to general and subsidiary ledger accounting and reporting, internal auditing & preparation of periodic and annual financial report(s); coordinates the annual independent audit; oversees purchasing; oversees business license and other locally-administered tax and fee programs; manages investments; assists the City Manager to prepare and monitor the annual budget; advises the City Council, City Manager and City staff on financial matters; performs other financial-related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is provided by the City Manager.

Responsibilities may include direct or indirect supervision of administrative professional staff, department management staff, technical or clerical personnel.

The position is "at will" and FLSA exempt. Wages, hours terms and conditions of employment are subject to an employment agreement.

EXAMPLES OF DUTIES

Duties include but are not limited to:

Plan, organize and direct the financial activities of the City and Redevelopment Agency including accounting; cash management; investments; revenue billing, tracking and collection; payroll; purchasing; and bond and other debt issuances.

Assist the City Manager to prepare the annual budget by coordinating the accumulation of information, preparing revenue, expenditure and other projections and compiling the proposed budget document.

Develop and implement fiscal support systems and procedures to meet the City's goals and objectives including, but not limited to, budget monitoring; financial analysis and reporting; revenue and expenditure tracking and projecting; manage City and Agency idle cash; prepare financial reports and analyses as requested by the City Manager.

Evaluate, implement and monitor computerized accounting and financial systems

Evaluate, develop, implement and monitor the City's system of internal controls.

Assure timely preparation and filing of financial reports mandated by law.

Select, train and supervise professional, technical and clerical financial staff.

Attend City Council meetings and other meetings as directed.

Perform other finance-related duties as requested by the City Manager.

QUALIFICATIONS

Knowledge of:

Generally Accepted Accounting Principles
Governmental and Redevelopment auditing, accounting and financial reporting
Laws and regulations affecting municipal and redevelopment financial operations
Laws, regulations and principles of bonds and other debt issuances
Payroll processing practices and procedures and applicable laws and regulations
Budget preparation and administration; revenue and expenditure projection; cost determination
Principles of cash management and investment
Principles and methods of statistics and research
Municipal purchasing practices and procedures
California Public Employees retirement System (CalPERS)
Office practices, procedures, methods and equipment, emphasizing computerized systems.

Ability to:

Communicate effectively verbally and in writing
Develop, revise, install and maintain accounting systems, procedures and controls
Interpret financial transactions and their underlying documents and principles
Prepare complex financial reports and analyses
Prepare and monitor a municipal budget
Absorb data, learn and apply procedures required to perform the full range of analytic tasks required by typical duties of this class
Establish and maintain effective working relationships with the Public, City officials and Staff
Manage, supervise, train and evaluate professional and other staff
Interact harmoniously and effectively with community groups
Stand, bend, sit, kneel, reach and move about safely in a city office environment
Pick up, manipulate, move, raise and lower small business office equipment, materials and supplies, and work products weighing 30 pounds or less; use approved stepping stools/ladders to reach heights between 6'0" and 7'6"

Operate a full range of office equipment
Read handwritten, typed or machine-generated text, graphical and statistical material

Skills to:

Exercise individual and innovative judgment and make difficult decisions.

Exhibit discretion and integrity when handling sensitive situations.

Education and Experience:

Any combination equivalent to experience and education that would likely provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education: Baccalaureate or higher degree from an accredited college or university in Accounting or Business Administration with an accounting concentration.

Experience: Five years' increasingly responsible experience in governmental accounting, budgeting and financial reporting including supervision of professional, technical and clerical staff.

License and certification:

Possession of a valid California Driver's License

Licensure as a Certified Public Accountant highly desirable

October 30, 2003

Item No. 10a1

Honorable Mayor and Members
of the Marina City Council

City Council Meeting
of November 5, 2003

**RECOMMENDATION TO CONSIDER ADOPTING RESOLUTION NO. 2003-,
APPROVING JOB CLASSIFICATION AND SALARY RANGE FOR THE
POSITION OF FINANCE DIRECTOR AND AUTHORIZING THE IMMEDIATE
RECRUITMENT TO FILL THE POSITION**

RECOMMENDATION:

It is recommended that the City Council:

1. Consider adopting Resolution No. 2003-, approving the job classification and salary range for the position of Finance Director, and;
2. Authorize the immediate recruitment to fill the position.

BACKGROUND:

As the City Council is aware, in September 2003, the City's former Administrative Services Director Ms. Linda Downing resigned her position with the City to take a similar position in the City of Watsonville. As Administrative Services Director, Ms. Downing had the administrative duties and responsibilities for overseeing the City's Finance Division as well as functioning as the City's Risk Manager, Human Resources Manager and Information Technology Coordinator.

Since Ms. Downing left her employment with the City, Mr. Richard B. Standridge has staffed this department on an interim basis pending recruitment and hiring of a new employee to the vacant position. Mr. Standridge is under contract with the City to provide these services for a period of six (6) months.

ANALYSIS:

Since Mr. Standridge has assumed the interim duties and responsibilities of Administrative Services Director for the City, staff has had an opportunity to review and discuss the desirability of continuing with the position of Administrative Services Director. These discussions have revolved around the important requirements for oversight and management of the City's substantial financial responsibilities, especially as they may apply to the City's current and future growth.

In evaluating this matter, staff has determined that recruiting and retaining a Finance Director rather than proceeding with the recruitment of an Administrative Services Director would better serve the City. Staff also believes that the pool of qualified and eligible candidates would be significantly improved by focusing on recruiting and retaining a Finance Director rather than an Administrative Services Director.

Should the City Council concur with this recommendation, the responsibilities for human resources, risk management and information technology would be reassigned. Human resource management (personnel function) has already been reassigned to the Office of the City Manager. Risk management and information technology responsibilities will most likely be reassigned and/or assumed by the newly created position of Assistant City Manager and Department Director staff.

The salary range for the proposed position of Finance Director will remain the same as that currently assigned to the Administrative Services Director position. The net result will be no increase in cost to the City by reconfiguring this position.

As with all newly hired Department Director positions, the position will be an “at will” employee and subject to an employment agreement with the City.

FISCAL IMPACT:

None

CONCLUSION:

This request is submitted for City Council consideration and possible action.

Respectfully submitted,

Anthony J. Altfeld
City Manager
City of Marina

REVIEWED/CONCUR:

Richard B. Standridge
Interim Administrative Services Director
City of Marina

NOTED FOR FISCAL IMPACT:

Richard B. Standridge
Interim Administrative Services Director
City of Marina

RESOLUTION No. 2003-181

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
APPROVING JOB CLASSIFICATION AND SALARY RANGE FOR THE POSITION
OF FINANCE DIRECTOR AND AUTHORIZING THE IMMEDIATE
RECRUITMENT TO FILL THE POSITION

WHEREAS, in September 2003, the City's former Administrative Services Director resigned, and;

WHEREAS, the Administrative Services Director had the administrative duties and responsibilities for overseeing the City's Finance Division as well as functioning as the City's Risk Manager, Human Resources Manager and Information Technology Coordinator, and;

WHEREAS, In evaluating the position and duties of the current Administrative Services Director, staff has determined that recruiting and retaining a Finance Director rather than proceeding with the recruitment of an Administrative Services Director would better serve the City.

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby:

1. Concur with recommendation to reassign the responsibilities for human resources, risk management and information technology, and;
2. Approve the job description and salary range for the proposed position of Finance Director, and;
3. Authorize the City Manager to proceed with the recruitment to fill the position.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on November 5, 2003 by the following vote:

AYES, COUNCIL MEMBERS: Gray, McCall, Morrison and Mettee-McCutchon

NOES, COUNCIL MEMBERS: Delgado

ABSENT, COUNCIL MEMBERS: None

ABSTAIN, COUNCIL MEMBERS: None

Ila Mettee-McCutchon, Mayor

ATTEST:

Joy P. Junsay, City Clerk