

CLASS SPECIFICATION
Financial Resources Division Manager

GENERAL PURPOSE

Under general direction, manages the Financial Resources Division of the Financial & Management Services Department and coordinates and participates in the development of the City's annual operating and capital budgets; monitors and reports on the status of revenues and expenditures relative to the adopted budget on a monthly basis; prepares multi-year financial projections; reviews staff reports for budgetary impact; performs a variety of complex and difficult financial and accounting analyses; provides expert assistance to City managers on budgeting, financial resources, and related matters; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Financial Resources Manager is responsible for development, management, monitoring and reporting on the City-wide budget and performing associated complex budgetary, financial and revenue analyses and forecasts. The incumbent works with and assists the Chief Financial Officer, Budget Review Committee, and departments in evaluating and formulating solutions to budget issues and questions. The incumbent provides guidance and direction to department staff and performs a variety of complex research analyses, studies and special projects applicable to City-wide budgetary control and financial management. Assignments are broad in scope and allow for a high degree of administrative discretion in their execution.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, controls, manages and evaluates the work of the Financial Resources Division of the Financial & Management Services Department; with subordinate supervisors and staff, participates in establishing operational plans and initiatives to meet department goals and objectives; implements departmental plans, work programs, processes, procedures and policies required to achieve overall department performance results; coordinates and integrates department functions and responsibilities to achieve optimal efficiency and effectiveness.
2. Manages, coordinates and participates in development of the City's cost allocation plan; coordinates departmental review schedule and agenda with the Budget Review Committee; coordinating review of key policy issues and decisions with the Chief Financial Officer, City Manager and department heads to ensure timely completion; participates in presenting proposed cost allocation study to the City Council.
3. Plans and evaluates the performance of assigned supervisors and staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; provides or recommends compensation and other

rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, subject to management concurrence, in accordance with the City's human resources policies and procedures and labor contract provisions.

4. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving City objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
5. Manages, coordinates and participates in development of the City's annual operating and capital budgets; prepares revenue projections; coordinates departmental review schedule and agenda with the Budget Review Committee; develops preliminary and final budget documents, supporting exhibits and detail, coordinating review of key policy issues and decisions with the Chief Financial Officer, Budget Review Committee, City Manager and department heads to ensure timely completion; drafts the City Manager's budget transmittal letter; participates in budget hearings; participates in presenting proposed budgets to the City Council.
6. Analyses revenue and expenditure variances relative to the adopted budget and prepares monthly management reports presenting results, trends and projections.
7. Prepares Mid-Year and other periodic budget reports for the City Council, including year-to-date results, trends and projections.
8. Prepares five-year revenue and expenditure projections for the General Fund and other selected funds.
9. Reviews all staff reports relative to their budgetary impact and works with department heads and other managers to resolve problems and discrepancies; reviews, authorizes and processes requests for amendments to the budget; reviews requests for continuing appropriations and carryovers; prepares various related staff reports, resolutions and ordinances as required.
10. Evaluates financial and budgetary policies and procedures and makes recommendations as necessary; implements and monitors budgetary practices and procedures.
11. Provides expert professional assistance and support to staff and City management on budget and other financial resource related matters; researches, analyzes, evaluates and develops findings and makes determinations and recommendations involving complex budget and financial management issues; as directed, participates on various City committees, offering budget and financial expertise and knowledge.

OTHER DUTIES

1. Performs high-level, specialized and complex special projects and studies as assigned; prepares reports and correspondence associated with such projects and studies; makes presentations to the City Council, its committees and other agencies and organizations.
2. Evaluates and formulates recommendations for enhancing the City's budget development process and budget documents.

3. Reviews the Capital Improvement Plan for consistency with the annual operating and capital budget; resolves problems and discrepancies with the Public Works Department or other department assigned to prepare that document.

QUALIFICATIONS

Knowledge of:

1. Principles, practices, methods and techniques of public agency budgeting for on-going operations and capital improvements.
2. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
3. City functions and associated budget and financial management and reporting issues.
4. Principles and practices of business data processing particularly related to the processing of budgetary and financial information.
5. Principles and practices of general, enterprise, and governmental accounting.
6. Principles and practices of internal control.
7. Methods and techniques applicable to advanced financial analysis.
8. Principles and practices of sound business communication.
9. City human resources policies and procedures and labor contract provisions.

Ability to:

1. Efficiently operate a computer and spreadsheet software.
2. Plan, organize, manage and coordinate the City's budget development, monitoring, evaluation and reporting processes.
3. Understand, interpret, explain and apply City, state, and federal laws regulating financial accounting, reporting, record keeping and budgeting.
4. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
5. Perform complicated mathematical calculations and analyses and prepare clear, concise and comprehensive financial statements, reports, studies and other written materials.
6. Present proposals and recommendations clearly, logically and persuasively, both verbally and in writing.
7. Exercise sound, expert independent judgment within general policy guidelines.
8. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.

9. Establish and maintain effective working relationships with all levels of City management, City Council members, officials of other public agencies and governmental organizations, consultants, staff and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a recognized four-year college or university with a major in accounting, finance, business administration or a closely related field; and at least six years of progressively responsible professional budget, finance and/or accounting experience; or an equivalent combination of training and experience, preferably in a governmental agency.

Licenses; Certificates; Special Requirements:

A valid California driver's license and the ability to maintain insurability under the City's vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit; talk or hear, both in person and by telephone; use hands to finger, handle and feel computers and standard business equipment; and reach with hands and arms. The employee is frequently required to stand and walk.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex problems; use math/mathematical reasoning; perform highly detailed work under changing, intensive deadlines, on multiple concurrent tasks; work with constant interruptions, and interact with City management, City Council members, officials of other public agencies and governmental organizations, consultants, staff and others encountered in the course of work..

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works under typical office conditions, and the noise level is usually quiet.