

CITY OF GLENDALE

TITLE:	Finance Director/CFO	CLASS CODE:	349
REPORTS TO:	Deputy City Manager	RANGE:	55
DEPARTMENT:	Finance	FLSA:	E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Oversees the City's investment and financial operations and agreements. Provides leadership and direction to the deputy finance directors responsible for day-to-day management of the Finance Department.

ESSENTIAL FUNCTIONS:

1. Oversees the City's investment and financial agreements.
2. Provides high-level direction to the Deputy Finance Directors responsible for the management of Sales Tax Licensing and Collection, Sales Tax Audit, Accounting, Accounts Payable and Payroll, Licensing, Shop and Warehouse functions and financial review of regulatory licensing.
3. Analyzes, prepares and presents special financial analysis and recommendations for senior management, City Council, citizen committees and user departments regarding sale of bonds, lease financings and other financial activities.
4. Serves as the City's primary financial representative on arena and stadium matters, provides direction to various financial advisors and fulfills the role of Chief Financial officer for the Community Facilities District.
5. Serves as the City Treasurer.
6. Approves the establishment of policies, controls, procedures and guidelines used to manage the City's financial operations.
7. Administers the City's investment program: researches and reviews investment opportunities; strives to help the City receive an acceptable return on investments.
8. Prepares and negotiates complex underwriting of financial and advisory contracts, bond counsel contracts, City bond ratings, presentations, debt costs, lease terms, external auditor contracts and other financial agreements, services and investments for the City.
9. Provides leadership in the implementation of technology used to help improve work processes and customer service.
10. Reviews comprehensive financial, political and policy analysis reports and gives presentations on related subjects.
11. Reviews and monitors various debt requirements for the City and analyzes cost/benefits applicability. Provides regular updates to senior management.
12. Develops, analyzes, and negotiates comprehensive banking services and collateral requirements.
13. Serves as Board Member for the Risk Management Trust Funding Board, Workers' Compensation Trust Fund Board, Employee Benefit Fund Board, International City/County Management Boards and others.

14. Serves as primary staff lead on such committees of the City as the Alternative Expenditure (AEL) and the bond election committees.

SECONDARY FUNCTIONS:

15. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Theories, principals and techniques of organization and management of a municipal finance department.

Governmental Accounting Standards Board (GASB)

State, Federal and local laws pertaining to departmental operations.

Skill in:

Analyzing and evaluating programs, policies and operational needs in treasury management, and revenue and license administration.

Ability to:

Conduct research, analyze findings, and prepare accurate reports.

Establish effective working relationships with City personnel, legislative officials and the general public.

Communicate effectively verbally and in writing.

Effectively supervise, train and develop staff.

WORKING CONDITIONS:

Office setting.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Accounting, Finance, or a related field, and seven years of increasingly responsible experience in governmental financial planning and administration, including three years supervisory experience. MBA/MPA and CPA preferred.

Any equivalent combination of training and experience that provide the required knowledge, skills, and abilities is qualifying.

SPECIAL REQUIREMENTS:

Residency in the City of Glendale within twelve months of appointment