

CITY OF UNALASKA

Position Description

Job Class: Executive	Job Title: Finance Director
Supervisor: City Manager	Department: Finance
Wage Grade: 15	Full Time/Part Time: Full-Time
	Union: Non-union

DEPARTMENT REVIEW	
Submitted By:	Date:
Reviewed By: <i>CG Kelly</i>	Date: <i>1/9/06</i>
HR Approval: <i>Michelle Callahan</i>	Date: <i>1/5/06</i>

A position description is written to describe work currently organized and performed by a fully qualified employee (who possesses the knowledge, skills, and experience required by the position). One should be on file for each regular position. Attach a copy of the last position description prepared for this position.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview, evaluation of writing samples, successful completion of pre-employment drug screening, and reference/background check. Job related testing may be required.

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

This job description outlines the general requirements and duties of an executive level position with the City of Unalaska which is an at-will position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

When was the last time this position description was updated? Date: **07-2004**

What is the overall purpose and objective of this position (why does this position exist)? **This executive level position reports to the City Manager and functions as the director of the Department of Finance and the City's Chief Financial Officer as outlined in the Unalaska Code of Ordinances Chapter 2.38. This position is responsible for a variety of complex supervisory, professional, administrative and technical accounting and financial functions in maintaining the fiscal systems and records of the City. The position supervises all accounting activity of the City, including periodic and annual financial reporting, budget preparation and monitoring, and billing and collections for the City's enterprise funds. Also supervises data processing, information systems, and purchasing for the City.**

Explain the level of supervision received: **Receives policy guidance and supervision from the City Manager. Management of department and assigned tasks are to be performed with minimal direct supervision by the City Manager.**

Explain the level of supervision this position exercises: **Exercises administrative authority over information systems, purchasing, and administrative and clerical staff. Responsible for the direct supervision of the treasurer, controller, information systems supervisor, and purchasing agent.**

ESSENTIAL DUTIES AND RESPONSIBILITIES

List the major duties and responsibilities of the job. The list may not reflect the ranked importance of each responsibility of or the main functions of the job.

- **Plans, directs, manages, supervises, and coordinates the administration and operations of the Department of Finance.**
- **Under direction from the City Manager, develops, revises, interprets, and directs the implementation of rules, regulations, policies, and procedures related to the day-to-day operations and the long- and short-term goals and objectives of the Department of Finance.**
- **Provides effective leadership and direction for the Department of Finance in the development of departmental goals.**
- **With assistance and direction of the City Manager, assists the City Council in the development of short- and long-term financial goals; provides professional advice to the Manager and Council.**
- **Functions as the Chief Financial Officer of the City of Unalaska.**
- **Supervises all accounting activity of the City including periodic and annual financial reporting, budget preparation and monitoring, and billing and collection for the City's enterprise funds.**

- Supervises purchasing for the City.
- Supervises data processing and information systems functions for the City.
- Develops and maintains fiscal policies and procedures with the review and approval of the Department of Administration.
- Plans, prepares, and organizes workloads and staff assignments, expedites workflow, and makes staffing decisions.
- Meets regularly with the City Manager and other department directors to ensure coordination and conformance with City policies, procedures, and ordinances. With the approval of Administration, coordinates with the City attorney on legal matters relating to the department.
- Directly supervises treasurer, controller, information systems supervisor, and purchasing agent.
- Conducts performance evaluations for direct reports, reviews performance evaluations for the department, initiates and administers personnel and disciplinary actions, and resolves grievances.
- Participates as a member of management's team during collective bargaining. Works closely with the Department of Administration and Human Resources to develop management proposal, interpret contract provision, and resolve labor disputes.
- Oversees all department personnel matters, makes recommendations to the Department of Administration regarding appointments, promotions, suspensions, and dismissal of the Department of Finance employees; through the Human Resources Manager, establishes standards for recruitment, hiring, training, and promotion of staff.
- Oversees development and administration of training programs to maintain proficiency, and professionalism of department staff.
- Develops professional and managerial staff through coaching and mentoring; identifies training needs and opportunities.
- Participates in annual strategic planning with other executive staff.
- Represents the department at Council meetings, meetings with other city officials, civic, agency, and business organizations, and federal and state agencies.
- Maintains productive working relationships within the department and with representatives of the community at all levels, including elected officials and staff, business, civic, and agency personnel, the media, and citizen groups.
- Conducts research, prepares and presents studies, status reports, issue papers, and proposed policies, plans, procedures, and ordinances to the City Manager and the Council.
- Develops financial studies and plans. Forecasts, estimates and monitors the financial condition of the City to assure the fiscal well being of the City.
- Reviews and authorizes materials and equipment orders, and approves

departmental expenditures within budgetary limits.

- Under direction of the City Manager, manages the City's budget process. Is responsible for the preparation of the proposed and final budget documents.
- Oversees the management of internal controls and ensures that state and national accounting standards are maintained.
- Oversees the investments of City funds.
- Oversees the posting and reconciliation of ledgers and accounts.
- Oversees the central computerized financial and management information system of the City.

Does this position have access to confidential information? Yes No
If yes, please provide detail. **Access to employee files, litigation documentation, credit information; sales tax, bid and RFP information.**

Does this position have access to or handle City funds? Yes No If yes, please provide detail. **Signatory on City's accounts. Is responsible for the management of the City's budget process and establishing and maintaining internal control procedures and adherence to state and national accounting procedures. Responsible for development and monitoring of policies and procedures relating to receipting and disbursement of funds.**

Is it important to this position that the incumbent be able to communicate fluently in English? Yes No If yes, please explain

What are the minimum qualifications necessary for this position?

Education and Experience:

- Graduation from an accredited four-year college or university with a degree in accounting.
- Minimum of eight years of professional government experience including three years in financial management or a related field.
- At least five years of supervisory level experience.
- Minimum of three years experience at the executive management level.
- Other combinations of education and experience providing the knowledge, skills, and abilities necessary to perform the duties of this job may be evaluated on an individual basis.

What are the preferred qualifications for this position?

- Licensed CPA
- Five (5) years of progressively responsible municipal finance work preferred.
- A graduate degree in related field, such as finance, business or public administration is preferred, and graduate education may be substituted for

some of the required experience.

Necessary knowledge, skills and abilities:

- Extensive knowledge of the principles, concepts, theories, and practices of current governmental accounting.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agencies, City officials, and the general public; to conduct necessary research and compile comprehensive reports; to plan, formulate, and execute policies and programs; to apply administrative concepts and practices to a variety of discrete functions; and to analyze and solve complex organizational and administrative problems.
- Considerable knowledge of internal control procedures and management information systems.
- Considerable knowledge of various software programs and their applications.
- Considerable knowledge of comprehensive, integrated financial management information systems.
- Considerable knowledge of public finance and fiscal planning.
- Considerable knowledge of payroll and accounts payable functions.
- Working knowledge of budgeting, accounting, and reporting systems.
- Ability to prepare and analyze complex financial reports.
- Ability to maintain efficient and effective financial systems and procedures.
- Knowledge of the principles and practices of public administration and management, including budgeting, fiscal control, program planning and development, and strategic planning.
- Knowledge of the principles and practices of employment supervision, including employee development, training, labor contract requirements, performance evaluations, and progressive discipline.
- Skill in reviewing and evaluating the work of subordinate staff to ensure high operational and service standards are met and maintained.
- Ability to identify employee training needs and in developing and skill coordinating programs and activities to improve professional skills, abilities, performance, and on-the-job safety.
- Knowledge of the principles and practices of emergency management and emergency management coordination.
- Excellent written and oral communication skills, problem-solving skills, and interpersonal skills.
- High level of skill in planning, organizing, and directing the activities of the department.
- Ability to maintain confidentiality when necessary; ability to work under pressure, manage multiple projects, and meet varying deadlines; ability to maintain professional manner at all times and to work cooperatively with

employees, departments, federal and state agencies, local officials, and the public.

List any required technical skills (typing, computer skills, diesel mechanics, etc.):
Personal computer, including word-processing, spreadsheet, and database software; motor vehicle, multi-line phone system, 10-key calculator, copy machine, fax machine, etc.

Check any of the following factors that are important to successful performance in this position:

Problem Solving	X	Bilingual	o
Analytical Ability	X	Interpersonal Skills	X
Communication Skills	X	Dexterity	o

Describe the requirements of this position which make these factors important:
Coordinating operations and supervising staff to meet department and City of Unalaska goals and administrative directives.

LEGAL REQUIREMENTS

Are there any local, State, or Federal training, certification(s), or standards required for this position? If so, please provide detail: **Valid Alaska Driver's License or the ability to obtain one within 30 days of employment or prior to operating a City vehicle. As a condition of employment, this position is subject to a background check and successful completion of pre-employment drug screening. Must be bondable.**

Is there any training, certification(s), or standards required for this position after he/she has been hired which an employee must pass to retain this position? If so, please provide detail: **All required certifications and licenses must remain current for the duration of employment. CPA continuing educational credits.**

WORKING CONDITIONS

Are there particular working conditions associated with this position which should be noted(i.e., working environment, hours of work, travel, work space, inclement weather, etc.)? Yes ___ No ___ If yes, please explain: **The primary work setting is in an office environment although some field work or site visits may be required under variable weather conditions. Must attend regular and special City Council meetings. Some travel is a requirement of this job. Occasional non-traditional work hours may be necessary.**

ANALYSIS OF PHYSICAL DEMANDS OF POSITION

Check physical demands that apply.

Describe job responsibilities which require physical demands checked.

1. Strength			Majority of time spent behind a desk or in meetings.
a. Standing	X	10% of time	
Walking	X	10% of time	
Sitting	X	80% of time	
b. Lifting	X	25 lbs.	
Carrying	X	25 lbs.	
Pushing	o	lbs.	
Pulling	o	lbs.	
2. Climbing			
Balancing	o		
3. Reaching			Paperwork
Handling	X		Paperwork
4. Stooping			
Kneeling	o		
Crouching	o		
Crawling	o		
5. Speaking			Must be able to communicate with others.
Hearing	X		
6. Seeing			Must be able to read/prepare reports
Depth Perception	o		
Color Vision	o		

HISTORY SUMMARY

07-2004	Periodic review, updated format of JD and included standard language.
01-2006	Management review, updated language for clarity.