

CLASS SPECIFICATION
Chief Financial Officer

FLSA Status: Exempt
Union Representation: Nonrepresented/All Bureau Directors hired after December 31, 2000 are exempt from Civil Service

GENERAL PURPOSE

Under general policy direction, plans, organizes and directs the activities of the Bureau of Financial Services; provides centralized financial management and planning services to all City bureaus in the areas of budget development and administration, accounting, financial reporting and grants administration, deferred compensation, public financing, debt management, investment and treasury management, and pension liability management; provides legislative analysis; provides financial consultation for City facility projects and issues; provides financial policy development and analysis; provides internal financial consulting services on a broad range of projects in support of City programs and economic development activities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for managing, directing and integrating broad, comprehensive financial services for the City, including planning, organizing, coordinating, presenting and implementing activities and strategies related to the City's budget, public financing, debt management, treasury, accounting, grants, pension plans, and related financial programs. This position recommends corporate financial policies to the City's Chief Administrative Officer and Council. This position ensures the integrity of the City's financial reports. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion and are evaluated in terms of overall program and cost effectiveness.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and evaluates the work of the Bureau of Financial Services; with subordinate managers, develops, implements and monitors work plans to achieve bureau mission, goals and performance measures; directs the development of and monitors performance against the biennial bureau budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and bureau goals, objectives and performance measures consistent with the City's quality and citizen service expectations.
2. Plans, organizes, directs and evaluates the performance of managers and their assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and

including termination, to address performance deficiencies, in accordance with City Charter, Code of Ethics, human resources administrative rules and labor contract agreements.

3. Serves as a member of the Office of Management and Finance management team under the direction of the Chief Administrative Officer and participates in developing and implementing the OMF Strategic Plan. Provides consultation to the Chief Administrative Officer and other team members on a variety of organizational and financial issues.
4. Works closely with the City's elected leadership, Chief Administrative Officer and bureau directors in setting and carrying out the City's vision, mission and objectives for the bureau; provides leadership and works with managers to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and bureau's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.
5. Directs City-wide activities and personnel engaged in operating and capital budget development, preparation and administration; provides advice to all City bureaus on budget preparation and budget management issues; facilitates Council's decision-making related to the budget; coordinates review and refinement of the citizen outreach and involvement process to ensure citizen input into the budget development process.
6. Directs the assessment, development and implementation of a City-wide corporate financial management system; directs efforts to automate the budget process; directs a continuous improvement review of the budget process; provides leadership in the development and implementation of City-wide financial policies and procedures.
7. Directs City-wide activities and personnel engaged in financial and accounting policy development; provides leadership in the development and implementation of City-wide financial policies and procedures; ensures compliance of City-wide and bureau accounting and financial reporting activities with policy requirements; directs the monitoring and evaluation of compliance.
8. Provides support to City bureaus and other groups in assessing the financial impact of legislation, ballot measures, negotiations and other issues.
9. Directs and oversees central accounting functions, including coordination with other City bureaus, preparation of reports and grants administration activities; directs the development and updating of bureau procedures to ensure provision of sound technical advice and assistance to other bureaus.
10. Directs the City's pension management oversight activities; develops funding strategies for non-funded pension liabilities; monitors legislation related to pensions.
11. Directs and oversees the City's public financing, investment and cash management programs; proposes capital financing and investment guidelines and alternatives; ensures compliance of

financing and investment activities with policy requirements; directs the monitoring and evaluation of investment performance and strategies.

12. Monitors capital markets and works with bond rating agencies, investment banking firms, bond insurers, trustees and institutional and retail investors in the issuance of revenue bonds or debt borrowings; monitors the credit market conditions to remain alert for refunding opportunities; stays abreast of laws and regulations governing public agency and capital financing strategies.
13. Works closely with the City treasurer and agencies and provides expert consultation with regard to financial issues, including developing funding alternatives for a wide variety of facilities projects, oversees the issuance of debt and compliance with bond covenants.
14. Analyzes, develops and reviews reports of findings, alternatives and recommendations involving a broad range of revenue, financing, financial planning and financial management issues; makes presentations to City management, the Council and Council committees and others on City financial status and operations; monitors developments related to financial planning, budgeting matters, finance and funding matters and evaluates their impact on City operations and financial programs; recommends policy and procedural improvements.
15. Directs the analysis of proposed legislation and regulation; participates in industry and governmental activities to influence legislation and regulatory change consistent with the City's interests and needs; represents the City with other industry and governmental agencies, professional organizations and elected officials.
16. Represents the Bureau of Financial Services to the Commissioner-in-Charge and the City Council.

OTHER DUTIES

1. Assists as needed on special assignments and projects dealing with financial planning, finance and finance operations issues.
2. Analyzes proposed changes to federal, state and local laws, regulations and rules as well as compliance orders and court decisions relating to bureau programs; analyzes prospective impact and recommends bureau position statements; works with bureau managers and staff to develop strategy in terms of testimony or other means of providing information to decision makers.
3. Represents the City in meetings with local and national media on issues relating to the City's financial operations and management activities; represents the City in meetings with other governmental agencies in the state and across the country.
4. Serves as the City's primary contact with bond rating agencies.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of general, fund and governmental accounting including financial statement preparation, methods of financial control and reporting and municipal accounting standards and requirements.
2. Principles and practices of cost and fixed asset accounting.
3. Internal control and audit principles and practices.
4. Principles and practices of public agency budgeting.
5. Principles and practices of public agency capital financing and cash flow.
6. Principles, practices, laws and regulations governing the investment and management of public funds. Principles and practices associated with public pensions and other post employment benefit programs.
7. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
8. City operations and functions and associated financial planning, public financing, investment financial management and budgeting issues.
9. Principles and practices of public administration, including human resources development, supervising and managing a diverse work force, budgeting, public financing, financial planning and management, purchasing and maintenance of public records.
10. Principles and techniques of high-quality customer service, customer relationship management and internal consulting concepts and practices.
11. Research methods and statistical and financial analysis techniques.
12. Organization and functions of a city council.
13. Principles and practices of computer-based financial and accounting systems.
14. Principles and practices of effective management and supervision.
15. City human resources administrative rules and labor contract provisions.

Ability to:

1. Plan, direct and integrate a broad range of complex financial, financial planning, budgeting and service programs and activities.

2. Evaluate financial programs and make recommendations for improvement.
3. Evaluate complex investment vehicles and strategies and make sound, prudent investment decisions that maximize financial return while safeguarding the City's assets.
4. Define complex budgeting, financial and financing issues, perform difficult and complex analyses and research, evaluate alternatives and develop sound conclusions and recommendations.
5. Build, direct, motivate, and retain a diverse workforce at all levels of the organization; build balanced teams capable of implementing the bureaus strategic plan.
6. Understand, interpret, explain and apply City, state, and federal policy, law, regulation and court decisions applicable to areas of responsibility.
7. Analyze, interpret and explain proposed legislation and programs in terms of impact on the work of the Bureau of Financial Services and the City's budgeting and financial management goals and procedures.
8. Present proposals and recommendations clearly and logically in public meetings.
9. Represent the City effectively in negotiations and other dealings on a variety of issues.
10. Prepare clear, concise and comprehensive financial and treasury statements, correspondence, reports, studies and other written materials to both technical and non-technical audiences.
11. Exercise sound, expert independent judgment within general policy guidelines.
12. Establish and maintain effective working relationships with all levels of City management, other governmental officials, employees and the public; exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in finance, accounting, business administration, or a closely related field; an advanced degree is preferred but not required; and at least ten years of progressively responsible finance and accounting experience, at least five of which were in a management capacity; or an equivalent combination of training and experience. Experience in a governmental setting is preferred.

Licenses; Certificates; Special Requirements:

CPA (Certified Public Accountant), CPFO (Certified Public Finance Officer) preferred but not required.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following classes:

0839 Financial Management Director Adopted: 07-01-00

Revised: 12-24-03 (revised to clarify city-wide impact for ensuring integrity of city-wide financial systems.

June 2009 - Change Job Class number from 7010 to 30000410, due to system change.

Revised: 09-24-09 updated language per request #09-103