

CLASS SPECIFICATION
Revenue and Financial Services Director

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 Bureau of Revenue and Financial Services and serves as the Chief Financial Officer; provides strategic financial management and planning direction to all City Bureaus and the entire City Council; provides City-wide financial services in the areas of accounting, treasury, debt management, revenue and tax collection, franchise management, centralized grants management, and other related functions; oversees business licenses and regulatory programs; oversees designated revenue programs and collections on behalf of Multnomah County; develops City-wide financial policies; provides financial consulting and leadership on a broad range of projects in support of City programs to ensure the City's long-term financial sustainability and operational capacity; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single position class is responsible for directing, managing, and integrating broad, comprehensive financial and revenue collection services for the City, including strategies related to revenue and tax collection, franchise management, public financing, debt management, treasury, accounting, grants, business regulation programs and activities, and related financial and regulatory programs. This position recommends comprehensive financial policies to the City's Chief Administrative Officer and City Council, and ensures the integrity of the City's financial reports. Provides direction, consultation and advice to Bureaus regarding financial planning and management. Responsibilities are strategic and 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 Revenue and 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 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. 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.
4. Serves as a member of the Office of Management and Finance Leadership 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.
5. 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.
6. Convenes the City's financial leadership to address the long-term financial health of the City; reports to the City Council on the current and projected future financial condition of the City and leads development of City-wide long-term financial performance metrics.
7. Represents the City in complex financial negotiations with external partners, including other governmental jurisdictions and community organizations; negotiates on behalf of the City Council to ensure the City's financial interests are advanced.
8. 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.
9. Provides advice and direction to City bureaus and other groups in assessing the financial impact of Bureau plans/programs/initiatives, federal and state legislation, ballot measures, labor negotiations, insurance, revenue collection and other issues.
10. Directs and oversees central accounting functions, including coordination with other City bureaus and preparation of reports; directs the development and updating of accounting policies and procedures to ensure consistent implementation throughout the City and provision of sound technical advice and assistance to other bureaus.

11. Directs and oversees the City's public financing, investment, banking, merchant, and cash management programs; in close collaboration with the City Treasurer and Bureaus, provides expert consultation with regard to financial issues; proposes capital financing and investment guidelines and alternatives; ensures compliance of financing and investment activities with policy requirements; ensures compliance with regulatory, contractual and market requirements; directs the monitoring and evaluation of investment performance and strategies.
12. Directs and oversees the issuance of debt and compliance with bond covenants; 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 and other debt instruments; 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. Directs and oversees the City's revenue and tax collection activities and business regulation programs and activities; working with bureaus and Council, interprets intent of new/modified tax programs; develops policies and implements programs related to City's business license and tax revenue programs; recommends, develops and implements new revenue collection programs.
14. Oversees and reviews the development of reports of findings, alternatives and recommendations involving a broad range of revenue, financing, financial planning and financial management issues; makes presentations to City management, City Council and Council committees and others on the City's financial status and operations; monitors developments related to financial planning, long-term financial sustainability, 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. Directs and oversees City's grant administration activities ensuring compliance with all federal and state reporting, operational and other requirements.
17. Represents the Bureau of Revenue and Financial Services to the Commissioner-in-Charge, the City Council and other elected officials.

OTHER DUTIES

1. Assists as needed on special assignments and projects.
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 condition, operations and management activities; represents the City in meetings with other governmental agencies in the state and across the country.

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 revenue collection and taxation.
5. Principles and practices of public agency capital financing and cash flow.
6. Principles and practices governing the investment and management of public funds.
7. Principles and practices governing public agency budgeting.
8. Principles and practices of long-range financial planning and forecasting and development of financial performance metrics.
9. Federal, state and local laws, regulations and court decisions applicable to assigned areas of responsibility.
10. City operations and functions and associated financial planning, public financing, and investment financial management issues.
11. Principles and practices of public administration, including human resources development, supervising and managing a diverse work force, budgeting, public financing, financial planning and management, and maintenance of public records.
12. Principles and techniques of high-quality customer service, customer relationship management and internal consulting concepts and practices.
13. Research methods and statistical and financial analysis techniques.
14. Organization and functions of a city council.

15. Principles and practices of computer-based financial, revenue collection, accounting, and customer relationship management systems.

16. Principles and practices of effective management and supervision.

17. City human resources administrative rules and labor contract provisions.

Ability to:

1. Plan, direct and integrate a broad range of complex financial, financial planning, revenue collection, and service programs and activities.
2. Evaluate financial programs, procedures, and processes and make recommendations for improvement.
3. Evaluate complex financing and investment vehicles and strategies and make sound, prudent investment decisions that maximize financial returns while safeguarding the City's assets and credit rating.
4. Define complex 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 bureau's 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 Revenue and Financial Services and the City's revenue 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 communications, 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 complex financial experience, at least five of which were in a senior management capacity; or an equivalent combination of training and experience. Experience in a governmental setting is preferred.

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: 08-06-2014