



City of Woodland

FINANCIAL SERVICES MANAGER

DEFINITION

To plan, organize, direct, supervise and administer activities of the Finance Division of the Administrative Services Department including citywide annual budget development, coordination, communication, training and reporting; coordinate citywide budget activities with other divisions and departments; assist in the planning, direction and coordination of the City's purchasing program; and to provide highly complex staff assistance to the Finance Officer and other management staff.

DISTINGUISHING CHARACTERISTICS

This is a single level general management position responsible for preparing, analyzing administering and managing the City's annual budgets and Capital Improvement Program; administrative oversight of citywide procurement policy development, compliance, and contract management; and provides a high level of support to the Finance Officer and Administrative Services Department staff on a variety of financial matters.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Finance Officer. Responsibilities may include direct and indirect supervision of assigned professional, clerical and technical staff. Exercises discretion and independent judgement with respect to assigned duties.

EXAMPLES OF DUTIES - The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

- Plan, organize and direct all activities related to the administration of the City's budget and Capital Improvement Plan (CIP).
- Review department operating budgets, CIPs and strategic plans for appropriateness, impact, cost effectiveness, and conformity with the City's priorities, policies and strategic goals.
- Compile, present and execute the City's budget, including the review and analysis of expenditures, the monitoring of revenues, and the preparation of management reports and expenditure and revenue projections/forecasts.
- Prepare and maintain the City's multi-year financial forecast model.
- Maintain and update budget policies and procedures; recommend new budgeting policies and procedures as circumstances dictate.
- Ensure compliance by all City departments with the purchasing requirements, and advise departments regarding appropriate purchasing procedures.

- Develop and implement improved systems, procedures and policies related to citywide procurement, and provide relevant training to departments.
- Administer the City's purchase card program.
- Manage, analyze and update City fees; assist with administration of development impact fees and utility user fees.
- Maintain citywide programs for transparency of financial data and transaction.
- Review department agenda items for appropriateness, impact, cost effectiveness and conformity to the City's budget and procurement ordinances.
- Analyze federal and state grant programs for budgetary and fiscal impacts.
- Oversee special projects and the request of higher-level management staff which may span the interests of multiple City departments.
- Develop, implement, interpret, analyze and explain policies, procedures and programs.
- Attend, participate in and/or make presentations at Council, interagency, committee and other meetings.
- Represent the department to outside agencies and organizations, and participate in outside community and professional groups and committees, provide technical assistance as necessary.
- Regular, predictable, consistent and timely attendance is an essential function of the position; employee must be present at work to complete assigned tasks.
- Work cooperatively with others including other City departments/divisions and the public.
- Other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency financial management, including public budgeting, financial forecasting and financial analysis.
- Principles and practices of public agency procurement.
- Principles and practices of contract negotiation, administration and management.
- Pertinent federal, state and local laws, codes and regulations.
- Principles and practices of grant management.
- Automated financial accounting and reporting systems.
- Methods and techniques of effective technical report preparation and presentation.
- Principles and practices of supervision, training and performance evaluation.

Ability to:

- Prepare and administer municipal budgets and capital improvement program.
- Prepare administrative and financial reports with accuracy and in a timely manner.
- Analyze, interpret, summarize and present administrative and financial information in an effective and accurate manner.

- Prepare and present clear, concise and logical written and oral reports.
- Analyze complex problems, evaluate alternatives and make sound recommendations.
- Prioritize workload to meet deadlines under challenging conditions.
- Balance multiple projects and deadlines easily and independently.
- Manage, supervise, train and evaluate assigned staff.
- Coordinate activities with other City departments and agencies as required.
- Use computer technology and applications in the performance of daily activities.
- Perform mathematical and financial calculations.
- Provide training to other City staff in areas of specialty.
- Establish and maintain effective work relationships with those contacted in the performance of job duties.

Education and Experience

Any combination of experience and training that provides the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

Equivalent to a Bachelor's degree from an accredited four-year college or university with major coursework in public or business administration, finance, accounting or a closely related field.

Experience:

Five (5) years of increasingly responsible, recent experience in public sector finance, specifically including budget oversight, including two (2) years of supervisory responsibility.

License or Certificate

- Requires possession of a valid California driver's license.

ADA COMPLIANCE

Physical Ability: Positions in this class typically require climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, climbing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Light Work: Exerting in excess of 100 pounds of force occasionally, and/or in excess of 25 pounds of force constantly to move objects.

Other Requirements:

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with objects and people.

Environmental Factors: May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, poor ventilation, chemicals, oils,

extreme temperatures, work space restrictions, intense noises, and environmental dangers.