



Effective: 11-15-2017  
City of Sweet Home  
Finance Director – City Treasurer  
Job Description  
FLSA Exempt  
Non-Bargaining  
Approved by: Ray Jones

## **FINANCE DIRECTOR – CITY TREASURER**

### **A. SUMMARY:**

The City of Sweet Home values trustworthy employees with a positive attitude who are willing to offer great service, are committed to customer satisfaction and actively support and uphold the City's mission and values. Professionalism, tact, and strong interpersonal skills are important to be an effective and efficient team member. Day to day responsibilities are unique to each role but contribute to a common direction and a collaborative work environment. Regular attendance is essential for continuity, productivity and success. Practicing good judgement which exemplifies integrity is essential. Employees are to be responsible and accountable for their work and treat others in a respectful and supportive manner. The City encourages employees to develop themselves professionally and personally.

The Finance Director will manage the City's Finance Department. The primary responsibility of a Director-level position at the City of Sweet Home is to serve as one of six senior counselors and assistants to the City Manager. Sweet Home strives for a highly integrated senior staff, where mutual support, advice, and collaboration cross all departments. The position will work closely with the City Manager and other members of the Executive Team to provide businesses, community organizations, and citizens with information, guidance, and support to achieve their goals.

The Finance Director is responsible for the planning, organization and direction of all functions performed by the Finance Department. The Finance Director serves as Treasurer under the City Charter. The Finance Director must have knowledge of principles and practices of budget analysis; principles of public and business administration and management; principles and practices of supervision, training and personnel management; pertinent state, local, and federal laws, rules, and regulations; principles and practices of accounting and statistics; principles of work planning and organization.

### **B. SUPERVISION RECEIVED AND EXERCISED:**

Work is performed under the direction of the City Manager who reviews work on the basis of results obtained. Direct supervision is provided to the Municipal Court and Finance staff.

**C. EXAMPLES OF DUTIES:** The duties listed here are intended for illustration. The omission of any assignment does not exclude it from the position.

1. Provide advice, opinion, and act as a senior counselor to the City Manager.
2. Oversees the City's fiscal services.
3. Evaluates, develops, and implements programs, policies, and procedures to improve the effectiveness and efficiency of the finance department. Establishes departmental goals and objectives. Review, organize and update job descriptions and procedures.

4. Represent the City of Sweet Home in arenas requiring expertise in finance and budgeting.
5. Attend and assist the City Council with recommendations and information related to finance
6. Review and recommend for adoption, simplification, or amendment, all City ordinances and resolutions related to finance and personnel policies.
7. Prepare and monitor annual budget and regular financial analysis.
8. Direct and monitor payroll and benefits program, including retirement plans, deferred income and health care programs.
9. Participate in labor negotiations and development of labor-management policies.
10. Monitor governmental agency contracts and franchise agreement collections; serve as liaison with key governmental agencies on fiscal matters; advise City Manager and Council on cash flows relative to key projects.
11. Manage City property sale procedures, liens, debt schedule payments, assessments and manage fixed asset inventory – to include surplus assets, as needed.
12. Develop Utility Rates.
13. Direct and monitor risk management program, including liability insurance plan.
14. Supervise and administer daily operations of Utility Billing Services.
15. Supervise and administer daily operations of Municipal Court.
16. Act as Administrative Judge for Impound Hearings.
17. Oversees Passport Services.

Other duties as assigned.

#### **D. QUALIFICATIONS**

##### **Knowledge of:**

1. Office procedures, including effective filing and accurate record keeping techniques
2. Principles of organization, administration, supervision and personnel and office management
3. Municipal budget law and process
4. Principles and practices of finance
5. Codes, ordinances, resolutions, and laws affecting the operations of the Finance Department

##### **Ability to:**

1. Exercise independent judgment within established procedures
2. Apply policies and procedures
3. Effectively communicate clearly, tactfully, and courteously
4. Demonstrate strong organizational skills and strict attention to detail and process
5. Knowledge of office procedures, including effective filing and accurate record keeping techniques
6. Use database, calendar, word-processing, and other organizational office computer software effectively
7. Plan, organize and supervise technical and administrative support services and operations
8. Prepare and monitor budget per ORS requirements
9. Prepare and present complex management and organization analyses and reports
10. Organize and analyze general and financial data and information
11. Rapidly gather diverse information, formulate conclusions, and clearly communicate them
12. Supervise, train and evaluate personnel
13. Interpret and apply city and department policies, procedures, rules and regulations

14. Communicate effectively and professionally with diverse audiences, including the public, the Council, and City personnel at all levels
15. Resolve conflicts and maintain harmonious working relationships throughout the organization and with other agencies and departments
16. Read and write a variety of documents, including correspondence, proposals, and other persuasive and informative materials
17. Gather and sort relevant information from various sources and records successfully

#### **E. WORK ENVIRONMENT/PHYSICAL DEMANDS**

*Essential duties require the following physical abilities and work environment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions*

1. Ability to sit at a workstation for extended periods
2. Ability to stand, walk, and drive as needed throughout day
3. Occasional ability to lift, carry, and put away parcels weighing up to 30 pounds each
4. Ability to monitor several audible communications devices, such as telephone, fax, and radio, etc. throughout day
5. Ability to sit or stand for long periods, as necessary
6. Physical stamina to sustain long work days, including early morning and evening meetings, as necessary
7. This position may be required to obtain special certifications

#### **EXPERIENCE AND EDUCATION**

##### **Experience**

Five years of increasingly responsible experience in administrative and technical analytical support activities, including one year of supervisory responsibility. An equivalent combination of relevant experience and training that demonstrates the required knowledge and ability is qualifying. Previous experience in local government preferred.

##### **Education**

Bachelor's Degree in Business Administration, Public Administration, Accounting, Fiscal Management or any other related degree from an accredited university. Master's Degree preferred.

#### **LICENSE AND CERTIFICATE**

Criminal Justice Information Services (CJIS) Certification or ability to obtain within 6 months.  
Oregon State Driver's License or ability to obtain within 6 months.

##### **Desirable Qualifications**

Experience managing a public utilities billing operation and develop rates.  
Experience with elections preferably local options taxing.

