

# CLASSIFICATION ADDENDUM

## Job Title: Finance Director

Classification Specification: Executive Manager

Barg Unit: Non

Pay Grade: E81

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

### Essential Characteristics and Duties Addendum

The Finance Director performs duties directing the activities of the City's Finance Department, including financial reporting, budget management, economic forecasting, treasury, purchasing, accounts payable and payroll. Serves as City Treasurer and Metro Wastewater Management Commission Finance Officer. Plans, coordinates, directs, and evaluates the operations of the Finance Department; develops concepts and philosophy that guides the fiscal operations for the City; administers overall City budget and long-range financial planning activities to include the control of City revenues and expenditures; provides financial management and planning guidance to the City Manager, budget committee, and various other committees, departments, boards, commissions, and City Council; directs personnel; develops and administers budget; serves on the City Executive Team; completes complex staff reports and performs difficult research and analyses of City fiscal programs, systems, and issues. Performs related duties as assigned.

### Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

#### Training & Experience:

- In the field of business administration, finance, accounting or related, with increasingly responsible experience in financial operations, including management and executive management experience.

#### Licensing Requirements:

- N/A

#### Knowledge:

- Financial systems, planning and operations;
- Organizational budget and long-range financial planning methods, procedures and techniques;
- Principles and practices of cash management and investments;
- Financial systems, planning and operations;
- City, State and Federal laws, regulations, policies, and procedures as related to City Finance operations;
- Municipal organizations, their structures, and their fiscal activities;
- Capital financing methods and procedures

#### Skills: *(Demonstrated skill in performing the following)*

- Applying financial management principles to achieve goals;
- Conveying very technical budget and fiscal information understandably to commissions, boards, other agencies, and the general public.

<b>Essential Characteristics and Duties Addendum</b>
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<b>Qualification For Grade Progression:</b> N/A
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<b>Physical Requirements Addendum</b>
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Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis. Travel as required.
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<b>Addendum History</b>
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