

CITY OF BEAVERTON
Finance Director

General Summary

Direct the City's finance department and information systems section. Serve as advisor to the Mayor, City Council, Budget Committee, and staff on issues surrounding the short- and long-term financial and information system needs of the City.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Direct and manage finance and information systems operations including budget, administrative compliance and staff supervision. Develop, review and approve departmental strategic planning, work plans, services, policies, procedures and reports. Set performance standards. Serve as a member of the City's senior management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. Provide direction to staff to ensure City goals and objectives are met. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
4. Provide technical assistance and interpretations to the Mayor, City Council, and various boards and commissions regarding issues affecting the financial and information systems needs of the City. Attend meetings as necessary to address such concerns.
5. Direct the maintenance of a central accounting system for the City consistent with generally accepted accounting principles. Prepare annual financial report and ensure audit compliance. Direct the annual City-wide budget process. Work with the Mayor to produce and present a balanced budget to the Budget Committee and Council.
6. Prepare financial statements, cost reports, and statements of receipts and expenditures as requested by the Mayor and Council.
7. Invest City funds in a manner consistent with Mayor and Council direction. Coordinate bond sales and refinancing.

8. Direct the implementation and administration of information and communications systems for the City.
9. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
10. Represent the Finance Department and/or City to the public, before the media, in collective bargaining, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
11. Produce an acceptable quantity and quality of work that is completed within established timelines.
12. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
13. Participate in the City Emergency Management program including classes, training sessions and emergency events.
14. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and general public.
15. Follow standards as outlined in the Employee Handbook.
16. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

1. Serve on or provide departmental support to a variety of committees, task forces and advisory groups as necessary.
2. Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of practices and principles of municipal finance.
- ◆ Advanced knowledge of the practices and principles of information system management.
- ◆ Expert knowledge of the laws and regulations governing municipal finance.
- ◆ Expert knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Expert knowledge of strategic planning methods with an emphasis on services related to financial management and information system management.
- ◆ Expert knowledge of public purchasing and contracting laws and regulations.
- ◆ Advanced knowledge of human resources management practices.

Skills/Abilities Required

- ◆ Expert skill in conceptual analysis and policy/program development and implementation.
- ◆ Expert ability to successfully manage the operations and budget of a department.
- ◆ Expert ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Expert ability to effectively manage multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Expert ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Expert ability to build consensus.
- ◆ Expert ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Expert ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Expert ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public. Ability to make presentations and develop reports that may include technical information.
- ◆ Strong ability to use word processing and spreadsheet programs and other software applications as required for position.

Minimum Qualifications Required for Entry

Bachelor's degree in finance, business/public administration, or related field, and 12 years experience in municipal finance, including 5 years in a senior management role, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

Working Conditions

Regular focus on a computer screen; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; regular attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads.

Classification History

As of 10/97: Finance Director

Revised: 1/98

New class specification title 1/98: Finance Director

Revised: 11/04

Revised: 11/07

Revised: 1/1/09

Status: M1

FLSA: Exempt

Mayor's Signature

Human Resources Signature

Date

Date