

Job Class Code: 1405	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to assist in the coordination, development, and maintenance of the City's financial systems. The class is responsible for program designing, writing, implementation, and evaluation, employee training, and software maintenance. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Serves as liaison between Finance and Information Technology to design, write, and implement programs, processes, and procedures for use with computer systems to maximize effectiveness of departments with computer generated reports.
- Develops and implements software training programs for City employees; writes training manuals.
- Evaluates internal controls required when utilizing systems and accessing data; reviews layers of approval control and access for financial systems.
- Works with Finance network PC software and timekeeping and maintenance software to produce smooth access to data that is both accurate and reliable.
- Gathers and maintains information/data to support periodic and special reports documenting activities for area of responsibility.
- Attends staff meetings to exchange information.
- Performs other related duties as assigned.

GENERAL STANDARDS

Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Counsels or instructs others through explanation, demonstration, and supervised practice, or makes recommendations based on technical expertise.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and technical or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, or mathematical classifications or schemes.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups; writes manuals and complex reports.
Mental Requirements	Performs professional level work requiring the application of financial, accounting, legal, or managerial methods in the solution of technical, financial, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Supervises others requiring the development of procedures and constant decisions affecting coworkers and others in the general public.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in business management, finance, information technology, information sciences, or a closely related field.
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Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of 2 years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/23/2020