

Job Class Code: 1580	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 1

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff, oversee the City’s financial operations, and assist the Director of Finance. The class is responsible for supervising staff, planning, assisting with policy and procedures, advising on financial activities and events, overseeing budgets and expenditures, evaluating, documenting and reporting on events and activities to senior management and elected or appointed officials. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS

- Supervises staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Supervises the Debt Manager and oversees accounting for capital budget, TIFs and other specialized accounting and financial management associated with infrastructure and other capital acquisition.
- Works closely with the Department of Economic Development, Budget Office and operational departments involved in the capital budget.
- Assists with policy, procedures, and planning for City financial operations in, senior management, department heads, and department staff, to ensure accurate and efficient financial processes; ensures policies and procedures are promulgated to all levels and evaluate to ensure compliance and identify deficiencies.
- Provides financial leadership by providing oversight of capital financial matters to include vehicle purchases, infrastructure improvements to include debt issuance and management, and leadership in various economic development financial strategies such as tax increment financing, economic incentive programs and the like.
- Monitors and researches trends, new methodology and technology, laws, rules, and City policy to develop and enhance financial operations processes, and advises and assists the Director of Finance.
- Directs financial operations and activities including research, procurement, risk management, accounting and control, evaluation of processes, cash flow, debt strategies, annual or periodic financial reports, and other financial operations activities; oversees periodic and special audits.
- Advises and consults with elected and appointed officials, department heads, staff agencies, individuals, and others on financial problems, strategies, policies, and procedures; assists with pervasive problems to achieve resolution and long term solutions.
- Represents the City on boards or committees involved in financial planning, operations, management, or other issues; participates in meetings or conferences; makes financial operations presentations to elected or appointed officials, department heads and staff, and other public or private agencies or groups.
- Oversees administrative matters such as developing and defending department budget, administering expenditures, conducting special studies, managing correspondence and records, preparing routine or special reports, administering training, providing for staff technical or professional growth, and other administrative duties.
- Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and administrative, professional, managerial, accounting, and financial practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and finance and economics using financial and econometric models.
Language Requirements	Reads journals, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations; composes original reports, training and other written materials using proper language, punctuation, grammar, and style.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of a professional, legal, accounting, financial or other nature; formulates recommendations on the basis of such analysis and applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS	
Vocational/Educational Requirement	Requires a bachelor's degree in accounting, finance, or a closely related field. A master's degree in business, public administration, or a related field desired.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of six years of related, full-time equivalent experience in debt sale and management and economic development instruments.
Special Certifications and Licenses	Certified Public Accountant or Certified Government Financial Manager desired.
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.