

**CITY OF MOUNTAIN VIEW  
CLASS SPECIFICATION**

<b>Position Title:</b> Assistant Finance and Administrative Services Director	<b>Job Family:</b> 2
<b>General Classification:</b> Management	<b>Job Grade:</b> 47

**Definition:** Under the general direction of the Finance and Administrative Services Director, this position oversees various major divisions and functions; plans, organizes, and directs the activities and services of the Department, which may include financial management, accounting, treasury, budget and analysis, revenue, payroll, and/or other divisions as assigned. Responsibilities include managing department staff, operations and financial enterprise, and other automated systems as well as assisting in the fiscal management of the City. The Assistant Finance and Administrative Services Director is expected to identify policy issues and streamlining opportunities and work independently, lead teams, and collaborate with other staff to develop and recommend solutions.

**Distinguishing Characteristics:** The Assistant Finance and Administrative Services Director serves as second-in-command to the Finance and Administrative Services Director and assumes responsibility for major divisions. This position is distinguished from division manager positions in that the Assistant Finance and Administrative Services Director takes a lead role in overseeing Department administration and support functions and the formulation of the Department's overall goals and objectives, budget and staff onboarding, team building, development, and performance management programs. The Assistant Finance and Administrative Services Director exemplifies and communicates department values, including internal and external customer service, collaboration, innovation, continual process improvement, a problem-solving mindset, fiscal best practices, and stewardship of the City's financial resources. The incumbent operates with a broad range of independence within policy parameters and works under minimal direction, following general guidelines or professional and administrative standards in accomplishing assignments, and exercises supervision over professional, supervisory, technical, and clerical staff.

**Examples of Duties:** Duties may include, but are not limited to, the following:

1. Recommend and develop department goals and objectives and implementation of policies and procedures.
2. Develop and implement accounting and budgeting work plans; assign work activities, projects, and programs; monitor work flow; and review and evaluate work products, methods, and procedures.

3. Manage, plan, and administer the work of division staff.
4. Exercise significant, independent authority and judgment in interpreting and applying financial policy and principles.
5. Plan the implementation, management, maintenance, and training for the City's online financial system, utility billing system, and other critical systems as required.
6. Assist in the planning, administration, and interpretation of the City's fiscal policies and procedures.
7. Oversee the work of Accounting Division staff in areas such as payroll, accounts payable, internal audit, inventory control, and general accounting.
8. Prepare and manage the preparation of complex financial and management reports, including presentations to the City Manager and City Council when required.
9. Recommend the appointment of personnel; provide or coordinate staff training and development; work with employees to provide coaching; and address skill-building needs and performance issues.
10. Oversee the preparation of the City's annual budget document, annual financial audits, and annual financial reporting.
11. Assist the Human Resources Department in preparing calculations for proposals involved in labor negotiations and analyzing fiscal impacts to the budget.
12. Develop and implement the City's investment strategy and oversee the performance of the City's investment portfolio.
13. Devise, implement, document, and maintain a system of internal controls, financial policies, and procedures.
14. Review legislative actions and supervise financial transactions and other activities as necessary to assure legislative compliance.
15. Assist the Finance and Administrative Services Director to provide support and advice as necessary to the City Manager, Human Resources, and other departments on fiscal policy matters.

16. Coordinate interdepartmental work and develop collaborative working relationships with other City departments and other agencies.
17. Represent the Finance and Administrative Services Department in meetings and on committees, to outside agencies and organizations, and provide technical assistance as necessary.
18. Review and negotiate contracts assuring compliance with City policies and sound management practices.
19. Act on behalf of the Finance and Administrative Services Director during periods of absence.
20. Perform other related duties as assigned.

**Minimum Qualifications:**

Knowledge of: Generally accepted accounting principles as related to municipalities; interpretation of financial reports, principles and practices of revenue and expenditure forecasting, and public administration; techniques of municipal budgeting and financial analysis; modern computer systems and applications; principles and practices of supervision, training, coaching, team building, and organizational management; principles of business correspondence and report writing; pertinent local, State, and Federal laws, rules, and regulations; and principles and practices of customer service and process improvement.

Ability to: Prepare budgets and complex financial reports; analyze detailed and complex financial data; effectively use modern computer software systems and applications, including advanced-level spreadsheets; manage large, complex projects concurrently and work under time constraints; interpret and explain City and department policies and procedures to finance colleagues as well as nonfinance staff and other audiences; analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; adapt to and lead change; gain cooperation through discussion and persuasion; communicate clearly and concisely, both orally and in writing; supervise, train, and evaluate assigned staff; promote and maintain a high level of customer service to external and internal customers; and establish and maintain effective working relationships with those contacted in the course of work.

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**Experience and Training Guidelines:** A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Five years of professional governmental finance experience, at least three of which must have been performing complex financial and budgetary analysis in a supervisory role. Equivalent to a bachelor's degree from an accredited college or university with major course work in accounting, finance, or a related field. A master's degree in business/public administration or finance is desirable. A CPA is preferred.

Established: January 1994

Revised: April 2021

HRD/CLASS SPECS

Assistant Finance and Administrative Services Director