

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: DEPUTY CITY MANAGER - FINANCE
DEPARTMENT: FINANCE
REPORTS TO: CITY MANAGER

JOB CODE: 1015
DATE: 2/08

JOB SUMMARY:

Performs administrative and technical management work assisting the City Manager in the overall management of the City. Provides overall management for the Department of Finance serving as the Finance Director and delivers financial services under the general supervision of the City Manager and in accordance with the City Charter. Serves as the chief financial advisor for the City Manager which includes analysis and recommendations of City financial policy, position, and procedures.

ESSENTIAL JOB FUNCTIONS:

Develops, analyzes, and implements policies as requested by the City Manager.

Ensures a comprehensive and effective program of financial management and reporting in accordance with applicable laws and rules, city policies and procedures, and industry standards.

Plans, organizes and provides management direction to assigned department to increase their efficiency and effectiveness; prepares strategic plans and annual work objectives.

Coordinates the efforts of departments to solve or prevent organizational problems and to ensure that inter-departmental operations complement one another.

Plans and implements short-term or annual goals, objectives, and strategies for the City, departments, projects, or programs to ensure efficient organization and completion of work.

Coordinates the overall preparation of the city-wide operating and capital budget; provides for the monitoring of expenditures in accordance with available funds and budgetary requirements; provides for a system of encumbrance accounting.

Oversees the preparation of financial reports, including the Comprehensive Annual Financial Report and budget; monitors city fiscal activity and produces required reports; notifies the City Manager and City Council of existing or potential areas of opportunity and concern.

Serves as the City Finance Director.

Confers with upper management to keep them informed on key issues and progress toward objectives and to gain their support and approval; makes recommendations to assist management in making needed improvements.

Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, administering state and federal grants and presenting technical data to management, elected officials, and others.

Represents the City at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues.

Receives and investigates complaints and inquiries by citizens and outside agencies, responds or refers to appropriate department for action and follow-up

Reviews agenda items submitted by assigned departments to assure accuracy and content.

Carries out supervisory responsibility in accordance with City policies, procedures and applicable laws including: interviewing, training, planning, assigning and directing work; appraising performance;

rewarding and disciplining employees; addressing complaints and resolving problems. Recommends hiring and separation of department employees to City Manager.

Supervises operations of the Assessing Department; Treasury/Collections, Purchasing, and Controllers Division of the Finance Department.

Applies Best Practices and accepted industry standards in the conduct of financial operations.

Establishes and maintains a system of customer responsiveness in the overall delivery of financial services to customers consistent with the need to protect the City's financial interests.

Oversees the preparation of reports on budget control, monitor city fiscal activity and produce executive summary. Notifies City Manager and City Council of existing and/or potential areas of financial concern.

Prepares and analyze major public policy recommendations to City Manager and City Council on fiscal and related matters. Responds to public and media inquiries regarding City financial and management issues.

Manages city-wide risk, insurance and claims adjustment process, including levels of retention, policy purchases, claims management and settlement authority.

Monitors national and local economic conditions and related agency activity for indicators of revised policies and financial planning impacts. Monitors the legislative environment within the state of New Hampshire to protect the financial interests of the City.

Prepares written and oral reports for delivery at City Council meetings, staff meetings and for the public.

Negotiates sale, lease and management of real property.

Serves as Chair to special project efforts, as required by the City Manager.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer Calculator Fax Machine Telephone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's Degree (Master's Degree preferred) in accounting, business management, or related field; and six years of progressively responsible related experience; or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications: CPA (desired)

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of public administration.

Municipal budgeting procedures and multi-funded financing operations.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal and local laws, rules and regulations.

Methods and techniques of research, statistical analysis and report presentation.

Computer applications related to the work.

Governmental accounting.

Knowledge of public relations and marketing techniques.

Skill in:

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating clearly and effectively, orally and in writing.

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence and other written materials.

Supervising and directing the work of others.

Planning, organizing, and directing the work activities of a unit.

Performing complex financial analyses and operational reviews.

Mental and Physical Abilities to:

Speak effectively and respond to questions before groups of employees, officials, and the general public.

Deal with the public and elected officials in an effective and diplomatic manner.

Establish and maintain effective working relationships with a variety of people.

Read, analyze and interpret professional periodicals and journals, technical procedures and government regulations.

Adapt to change, and to actively influence and motivate a variety of people in changing situations.

Define problems, collect data, establish facts and draw valid conclusions.

Interpret a variety of technical instructions with abstract and/or concrete variables.

Perform statistical analysis and linear regression functions.

While performing the essential functions of this job the employee is frequently required to stand, walk, sit, and talk or hear.

Working Conditions:

The incumbent's working conditions are typically quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.