

## **TOWN OF SAN ANSELMO**

### **FINANCE & ADMINISTRATIVE SERVICES DIRECTOR**

#### **DEFINITION**

To plan, direct, manage, supervise, oversee, and perform the activities and operations of the Finance & Administration Department including financial reporting, annual independent audit, budget development, debt administration, general ledger accounting, payroll and employee benefits, risk management, revenue management, and business licensing; employee relations, labor contract negotiations; employee recruitment, selection, promotion, classification and compensation programs, and Workers' Compensation; assigned activities with other Town departments and outside agencies; highly responsible and complex administrative support to the Town Manager. This position is also responsible for all finance related functions of the Ross Valley Fire Department.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Town Manager. Policy direction is from the Town Council. Exercises direct supervision over professional, management, technical and administrative support personnel.

#### **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

##### **GENERAL DUTIES**

Manage the development and implementation of departmental goals, objectives, policies, and priorities for each assigned service area and function; establish department work plan, service levels, and staffing requirements.

Plan, direct, and coordinate the department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Participate actively in the daily operations of the department.

Allocate resources; monitor and evaluate the efficiency and effectiveness of service delivery; monitor the allocation expenditures for personnel, supplies and equipment; direct and implement modifications and changes as necessary to achieve goals, objectives and priorities.

Manage and supervise municipal programs to ensure Town is in compliance with applicable state and federal laws and regulations.

Represent the department to elected officials, the Town Manager, other Town Departments, Town Commissions and Committees, outside agencies and professional organizations, citizen

and community groups; interpret and explain department activities, programs, projects, goals, objectives and priorities.

Recruit, select, evaluate, and promote Finance & Administration Department personnel; consider, evaluate and resolve employee grievances; implement discipline and termination procedures; develop and promote staff training and motivation programs; develop and implement drug testing and training programs where appropriate.

Serve as Finance Director for Ross Valley Fire Department.

Serve as the Town representative to Bay Cities Joint Powers Insurance Agency.

### **FINANCE**

Assume full management responsibility for Town-wide financial services and activities in a computerized environment including financial reporting, general ledger accounting, payroll and benefits, budget preparation, debt administration, revenue management, and business licensing.

Perform staff services in the annual audit process, and review and interpret the results of the annual audit with the independent auditors.

Develop, manage and provide technical expertise in the development and administration of the department's and Town's budget; forecast additional funds needed for staffing, equipment, material, and supplies; monitor expenditures; prepare and implement budget revisions as necessary.

Assist other departments in the analysis of expenditure and cost data and make recommendations on service fees and rates.

Assist other departments in grant applications, budget monitoring, and interim and final grant reporting.

Prepare financial reports, correspondence and recommendations to the Town Council, Town Manager, State of California, Federal Government, and other outside agencies.

### **HUMAN RESOURCES**

Develop and administer recruitment, selection, promotion, and reclassification procedures to meet staffing needs for all Town departments.

Develop and administer employee programs for Town employees, including but not limited to Family Medical Leave Act benefits, State Disability Insurance and Paid Family Leave programs; Sick Leave Donation program; and Workers' Compensation benefits. Serve as liaison with claims administrators, brokers, and insurance companies.

Participate with the Town Manager on the Town's labor relations negotiating team. Develop and update county-wide equity studies, and classification and compensation documents. Provide cost analysis of items under negotiation. Administer resulting agreements with labor organizations in a productive and positive manner.

Achieve and maintain mutually beneficial management-employee relations, including day to day administration of working relationships with employee associations and unions.

Prepare human resource reports, correspondence and recommendations to the Town Council, Town Manager, State of California, Federal Government, and other outside agencies.

### **OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

Operational characteristics, services, and activities of comprehensive finance and human resource programs.

Organization and management practices as applied to the analysis and evaluation of finance and human resource programs, policies, and operational needs.

Principles of supervision, training, performance evaluation and procedures, laws and regulations involved in labor negotiations.

Pertinent Federal, State, and local laws, codes, and regulations.

Modern and complex principles and practices of finance and accounting and human resource program development and administration.

Principles and practices of financial reporting and general ledger accounting under General Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) rules, auditing and bond financing, municipal budget preparation and administration, and grant management.

#### **Ability to:**

Provide administrative and professional leadership and direction for the Finance & Administration Department.

Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient finance and accounting and human resource services.

Plan, organize, direct, and coordinate the work of supervisory, professional and support personnel; delegate authority and responsibility.

Perform operational tasks in the areas of accounting and human resources.

Select, supervise, train, and evaluate staff.

Identify and respond to community, Town Manager, and Town Council issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Analyze technical financial and human resource rules, regulations, documents and reports, interpret financial and human resource data and apply appropriately in problem solving situations.

Demonstrate effective negotiation skills capable of developing, gaining approval of and representing the management position in the conduct of formal employer-employee relations in a unionized environment.

Research, analyze, and evaluate new service delivery methods, procedures, and techniques.

Prepare and administer large and complex Town-wide budgets; allocate limited resources in a cost-effective manner.

Prepare clear and concise administrative, technical, and financial reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Use a personal computer including word processing, spreadsheet, and presentation applications, a calculator, telephone, fax and digital scanning equipment and other common office machines.

Access computer websites for information updates, to research financial information, download report forms and other data, complete digitally formatted reports (database software applications), and use electronic protocols for submission of reports.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Respond tactfully and promptly to citizen requests for information and concerns.

### **EXPERIENCE AND TRAINING GUIDELINES:**

#### **Experience:**

Six years of increasingly responsible public sector accounting and finance experience including three years of administrative, management and supervisory experience is required. Experience in human resource management is highly desirable.

#### **Training:**

Major course work in accounting and finance or business administration is required. A Bachelor's degree from an accredited college or university is required. Possession of a Master's degree is desirable.

#### **License or Certificate:**

Possession of a valid California driver's license.

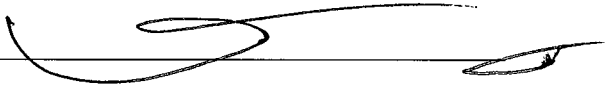
#### **Physical Demands:**

*Essential duties require the following physical skills and work environment:*

On a regular basis, sit at a desk for long periods of time, use hands to finger, handle, or feel, reach with hands and arms, and talk and hear; operate a ten key calculator, use telephone, and write or use a keyboard to communicate through written means; stand, walk, and bend; frequently lift and/or move up to 10 pounds and occasionally lift and/or move 25 pounds; have vision abilities including close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

#### **Work Environment:**

While performing the duties of this job, the employee regularly works in indoor conditions near video display and in a noise level typical of an office environment; occasionally is required to use a personal vehicle to travel to different work sites and locations; is required regularly to attend evening meetings and occasionally weekend meetings.

Date: 3/13/17 Approved: 

**Revised:** March 2017