



# MEMORANDUM

Agenda Item: 7  
Meeting Date: 05/14/2013

TO: DANIEL DREILING, INTERIM CITY MANAGER *by file*

FROM: ALEXA DAVIS, ASSISTANT TO THE CITY MANAGER *AD*

SUBJECT: RESOLUTION R13-14; ESTABLISHING A JOB DESCRIPTION AND SALARY RANGE FOR A FULL-TIME FINANCE DIRECTOR

DATE: MAY 14, 2013

## THE ISSUE

Shall the City Council adopt Resolution R13-14 establishing a job description and associated salary for a full-time Finance Director?

## BACKGROUND AND ANALYSIS

The City has not maintained a full-time Finance Director since 1996. Since that time, the City operated with an Assistant City Manager, who served as Finance Director and City Clerk. In 2011, the City promoted the Assistant City Manager to City Manager. As a result of the promotion, the City reorganized its administrative structure, wherein the new City Manager, because of her experience and knowledge, maintained the Finance Director and City Clerk responsibilities. The full reorganization recognized a savings of approximately \$167,000 in salaries, not including associated benefit savings.

A Finance Director plays an integral role in City operations and offers required separate of duties to ensure internal controls. This position provides the necessary oversight and supervision of the Finance Department which includes assisting and coordinating with the elected City Treasurer, preparing and monitoring the City budget, ensuring compliance with governmental regulations and financial principles, serving as the liaison for external auditors, as well as providing oversight of accounting and payroll. Additionally, this person may occasionally serve as Acting City Manager in the absence of the City Manager.

Recently, upon the resignation of the City Manager, the City was in need of the continued high-level support of the Finance Department. In February 2013, the City established a part-time Finance Director to provide temporary assistance while the City sought a new City Manager. Now that the City Manager recruitment has concluded, it is recommended that the City establish a full-time Finance Director. If approved, the Finance Director would be considered "Executive Management" with an individual employment agreement and would report directly to the City Manager.

## **RECOMMENDATION**

It is recommended that City Council adopt R13-14 establishing a job description and salary range for a full-time Finance Director.

## **FISCAL IMPACT**

The fiscal impact of establishing a full-time Finance Director position is dependent on the starting salary of \$124,170 up to \$167,214, including maximum benefits elections.

### *Attachments*

- A- Resolution R13-14 and Finance Director Job Description

RESOLUTION R13-14

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES ESTABLISHING THE CLASSIFICATION OF FINANCE DIRECTOR

THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES, CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. Establishing the classification of "Finance Director" as part of the Executive Management group. The job specifications for this classification shall be described in the job description attached to this resolution. A person holding a position in this classification shall be compensated within the following monthly salary range:

\$8,224 - \$11,021

Section 2. The City Clerk's office shall certify to the passage and adoption of Resolution R13-14 and enter it into the book of original resolutions.

PASSED APPROVED AND ADOPTED on this 14<sup>th</sup> day of May, 2013.

\_\_\_\_\_  
Ellen Perkins, Mayor Pro Tem

ATTEST:

APPROVED AS TO FORM:

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Vickie Kroneberger, Deputy City Clerk

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Christi Hogin, City Attorney

**CITY OF PALOS VERDES ESTATES  
JOB DESCRIPTION**

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**JOB TITLE: FINANCE DIRECTOR**

**Department: Finance**

**FLSA Status: Exempt**

**Designation: Executive Management**

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**Definition:**

The Finance Director, working under the direction of the City Manager, directs, organizes and reviews activities of the Finance Department; provides highly responsible professional and technical assistance; and coordinates activities with other City departments, outside agencies and the public.

**Duties:**

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned. The Finance Director performs the following:

- Develops and implements goals, objectives, policies and priorities related to Finance Department functions.
- Plans, organizes, and directs financial activities of the City including accounting, business licensing, budgeting, data processing, payroll, purchasing, revenue collection, and treasury.
- Develops, implements, and maintains accounting and budgetary systems; recommends changes to keep systems current and in compliance with accounting and regulations and procedures; prepares journal entries and maintains general and subsidiary accounting ledges, allocates cash investments and interest; reviews and approves accounting transactions.
- Organizes and coordinates the preparation and implementation of the City's operating and capital improvement budgets; monitors status and forecasts City revenues, expenditures, and fund balances; analyzes and responds to changing economic conditions; prepares general and technical reports.
- Oversees and manages Information Technology Support Services contract, including evaluating system requirements and recommending appropriate software and hardware to meet City needs.
- Assists the City Treasurer's office in carrying out the duties and responsibilities of monitoring and reviewing fund disbursements and cash balances; authorizing investment transactions as initiated by City Treasurer; preparation of treasury reports; establishing and

supervising bank accounts and providing daily review of banking activity reports; monitoring financial institutions and investment portfolio.

- Researches, prepares and presents financial and administrative reports and projects related to City policies, activities and issues to the City Council, the citizens, and outside agencies.
- Prepares the Comprehensive Annual Financial Report, interim and public financial statements, related work papers, and various other financial analyses and reports for the City, and for Federal, State or other outside agencies.
- Directs the preparation of financial reports as required by law; directs and coordinates activities with outside financial auditors; provides information and assistance as needed.
- Represents the City at meetings with citizens, elected officials, committees and boards on financial matters of the City
- Reviews, evaluates and recommends improvements to the City's financial internal control systems and procedures; ensures legal and audit compliance.
- Provides oversight and high level management over professional, technical, and clerical staff in Finance Department; recommends departmental organizational changes.
- Provides technical expertise and assistance to the City Council and departments; responds to and resolves citizen inquiries as needed.

### **Qualifications:**

#### **Knowledge and Abilities:**

- Principles and methods of governmental financial and business administration, particularly in the areas of accounting, budgeting, auditing, purchasing, business license, and treasury management.
- Knowledge of applicable federal, state and local laws, ordinances and regulations, specifically those regulating financial administration of City government.
- Principles and practices of organizational and personnel management.
- Data processing applications.
- Ability to develop, implement and maintain sound, ethical accounting and financial reporting systems and procedures.
- Effectively coordinate, supervise, evaluate and direct finance personnel and others as needed.
- Advanced understanding of principals, practices and techniques of public program administration.
- Maintain effective working relationships with the public, elected and appointed officials, management and employees.
- Provide clear verbal and written direction and guidance to staff, elected and appointed officials and the public, including effectively making public presentations.
- High level of attention to detail.
- General office procedures, equipment and software.
- Read, interpret and apply policies, procedures, rules and regulations.
- Exercise independent judgment and decisiveness.
- Ability to assess and evaluate data processing needs, and evaluate technical equipment

hardware and software.

- Follow oral and written instructions.
- Research, communication, analytical and report writing techniques.
- Advanced mathematical ability to include adding, subtracting, multiplying, dividing, and calculating decimals, ratios and percentages.
- Work cooperatively with staff, residents and other entities.
- Exercise confidentiality.
- Problem solve.
- Work under pressure with strict deadlines.
- Effectively communicate both written and verbal.

### **Experience and Education:**

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- High school diploma/GED (required)
- Bachelor's degree in accounting, finance, business administration, or related field (required)
- Master's degree in business or public administration or related field (preferred)
- Certified Public Accountant license (preferred)
- At least five years of progressively responsible experience in accounting and financial work (required) – municipal finance preferred.
- At least three years in a supervisory capacity. (required)

### **Physical Requirements**

Moderate; Typical office setting with prolonged periods of sitting; may require some driving to different locations. General use of standard office equipment, including a calculator, 10-key, copier and computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. May lift, load, push, or pull up to 25 pounds. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

*The City of Palos Verdes Estates is an Equal Opportunity Employer. This job description includes a list of ADA essential job duties performed by the classification. Duties cannot include, and are not intended to include, every possible task performed by each individual employee assigned in this classification. Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities, in compliance with the Americans with Disabilities Act, and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.*