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City of Central Point Oregon

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POSITION DESCRIPTION

Title: **Department Director**

Status: **Full-time, exempt management position**

Department: **Finance**

Date: **March 2016**

Classification Level: E195 – Department Director

**General Statement of Duties:**

Department Director is a high-level management position. Incumbents are responsible for accounting for and directing a City department including its personnel, budget, and resources. Responsibilities include making recommendations to the City Council and City Manager; developing and implementing policy initiatives; setting the tone, climate, vision, and strategic plan for the department; and ensuring compliance with state, federal and local laws, rules and ordinances, as well as City policies and procedures.

Under general direction of the City Manager, department directors are responsible for the overall management and supervision of department operations and development of the department budget, priorities, and work schedules; planning and directing long range and daily operations; establishing and conducting liaison with community groups, boards and commissions; making professional recommendations to the City Council; and providing the highest level of analysis and recommendation.

**Supervision Received:** Receives administrative direction from City Manager. Independence of action is required in the general performance of duties.

**Supervision Exercised:** Directs and supervises the personnel within the Finance Department.

**Duties and Responsibilities:** *The following represent typical examples of work to be performed in this position. Other duties may be assigned.*

*General duties common to all departments:*

1. Develops and directs the implementation of policy and operational goals through department divisions and programs in response to service demands, and consistent with performance standards.
2. Supervises department staff including coordinating and directing work flow, making work assignments, assessing needs for and ensuring implementation of adequate staff training and development, making disciplinary decisions and taking appropriate disciplinary action; makes recommendations to the City Manager on hiring, firing, promotion and demotion of staff; evaluates work performance and progress of division managers and personnel;

responds to grievances; initiates and oversees internal investigations of citizen complaints and allegations of employee misconduct.

3. Directs the preparation and implementation of the department's annual operating and capital budget consistent with program goals and objectives; responds to requests from City Manager and Budget Committee members and other departments regarding the department budget request, and in the preparation of annual comprehensive financial statements.
4. Ensures compliance with all state, federal and local laws, department rules, and City policies and procedures; monitors and enforces safety rules established for assigned work areas.
5. Establishes annual department goals including ongoing confirmation and/or recommended updates to strategic direction, and provides periodic reports of the status of progress toward goals.
6. Sets and attains professional development goals; maintains proficiency in area of responsibility; stays current on area of expertise; demonstrates unquestionable integrity at all times, serving as a role model for appropriate public service ethics and effective leadership.
7. Prepares and presents written and oral reports to the City Manager, City Council, boards, commissions, other government agencies, and community groups including the presentation of findings related to executive and elected officials' requests for research and information; advise the City Manager and City Council on department-specific issues.
8. Serves as a member of the City's executive leadership team; participates in recurring and special meetings and workshops including internal staff meetings, City Council meetings, Council workshops and study sessions, commission and committee meetings, and department staff meetings. Coordinates activities of the department with other departments, other public agencies, and various community groups.
9. Represents the City at community and/or inter-agency meetings and functions, as appropriate; establish and maintain effective relationships with peers in other agencies and organizations, city departments, citizens, the business community, special interest groups, and the general public.
10. Recommends programs and techniques to improve the effectiveness of the City and its services.
11. Provides assistance to the City Manager, as directed and needed.

*Department specific:*

1. Prepares a budget document that details all City expenditures and revenues in accordance with generally accepted governmental accounting practices. In conjunction with City Manager, presents final budget document to budget committee for approval.
2. Directs the maintenance of the City's fiscal accounting system in a manner consistent with established and accepted municipal accounting principles and practices and City finance policies, and in sufficient detail to produce adequate revenue, expenditure and statistical data for management purposes and to meet statutory requirements.
3. Monitors departmental expenditures for the purpose of advising departments and City Manager of budget status, and insuring conformance with budget provisions and maximum expenditure amounts.
4. Maintains City's investment portfolio. Makes investments of idle funds, reconciles all bank statements and accounting records monthly, and prepares information necessary for periodic audits.

5. Ensures annual financial audit is conducted; assists and confers with independent auditor(s) as necessary.
6. Oversees preparation of City's payroll, accounts payable, and accounts receivable functions, including preparation and processing, monthly reports, and associated deposits.
7. Prepares necessary documents for approval, advertisement, printing, and sale of warrants to finance the construction, and bonds to provide long-term financing, of public improvements for the City; signs and delivers bonds when sold, and receives monies; provides the necessary documents for the acceptance of the bonds.
8. Provides for preservation, retention, and destruction of city finance records in accordance with state and federal laws and City policy.
9. Disseminates financial notices and information to departments, financial institutions, and state, federal and private agencies as required.

**Necessary Knowledge, Skills & Abilities** *to successfully perform this job, one must possess the following:*

1. **Knowledge** of modern principles and techniques of governmental and municipal accounting and finance laws and rules, administration, organizational management, supervision, budget, and policy.
2. **Ability** to effectively apply management techniques, supervise subordinate personnel, and ensure that the department adheres to state and federal laws, department rules, City codes and policies. Ability to read, comprehend, interpret and apply laws and regulations. Ability to establish and maintain effective working relationships with other public officials, employees, vendors, the general public, and other individuals with which the incumbent comes in contact during the course and scope of employment.
3. **Skills** necessary to effectively perform the duties and responsibilities of the position, including: excellent communication and negotiation skills; management and supervision; writing and public presentation skills; computer skills sufficient to proficiently use word processing, spreadsheet and database applications.

**REQUIRED MINIMUM QUALIFICATIONS:**

A typical way to gain such knowledge and abilities would be a minimum of a **Bachelor's degree** in finance, accounting, business management, or a related field, **and** a minimum of **five years of progressively responsible government finance experience, including at least 3 years at a management level with budget and supervisory responsibilities.**

**Preferred qualifications:** A Master's degree in business administration, public administration, management, finance, or related field, Certified Public Accountant, and Oregon municipal finance experience is desirable.

*Any equivalent combination of education and experience likely to provide the required knowledge and abilities would be qualifying.*

**Physical Demand:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this position, the employee is frequently required to stand, walk, reach, bend, kneel, stoop, twist, crouch, crawl, climb, balance, see, talk, hear, smell and manipulate objects. Manual dexterity and coordination are required for less than half of the daily work period, which is spent either sitting while operating office equipment such as computers, keyboards, 10-key, telephones, and other standard office equipment or driving to meeting locations. The position requires a degree of mobility and moving materials weighing up to 5 lbs. frequently, up to 10 lbs. occasionally, and up to 40 pounds infrequently. This position requires both verbal and written communication abilities.

**Work Environment:** *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

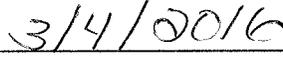
While performing the duties of this position, the employee is generally working indoors in an office environment. The office setting does not expose the employee to hazardous conditions. The noise level in the office environment is usually moderate and lighting is adequate. Travel is required less than 10% of the work period.

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**REQUIRED SIGNATURES:**

**My signature below is evidence that I have reviewed and concurred that the above detailed job description appropriately describes the work of the position, including essential job functions, physical demands of the position and the minimum education and experience required of the position.**

  
\_\_\_\_\_  
City Manager

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Human Resources Director

  
\_\_\_\_\_  
Date