



CLASSIFICATION NO. 099

Established: 1/93

Revised: 12/07

FLSA: Exempt

EEO: 1

## **DIRECTOR, DEPARTMENT OF FINANCE**

### **CLASS CHARACTERISTICS**

Under policy direction, to plan, organize, direct and manage the Department of Finance; and to do other work as required.

### **DISTINGUISHING CHARACTERISTICS**

The Department of Finance, through its Finance Division, provides financial administration of the County's governmental operations. Areas of responsibility include budgeting, payroll, general accounting including accounts payable and receivable, grants administration, debt management, cost allocation, financial reporting, coordination of the annual financial audit, and procurement. The Facilities Management Division is also part of the Department of Finance and provides services to County departments.

The Director, Department of Finance is a member of the County's Executive Management Team and is responsible for fulfilling Department and County-wide objectives as established by the Board of County Commissioners and the County Administrator. The Director reports to the County Administrator and participates in a variety of internal County committees to facilitate effective and quality service delivery in all County programs. The incumbent also develops and implements Department goals, objectives, policies and priorities and provides administrative direction to division directors and managers.

### **TYPICAL TASKS**

Duties may include but are not limited to the following:

1. Develops and implements new and revised policies; establishes goals, standards and objectives; oversees the preparation of the Department's annual program plan; ensures provision of services is in compliance with Federal and State statutes, rules, and regulations.
2. Oversees the development of the County's annual and supplemental budgets; directs the presentation of budget recommendations at public meetings and to the County Budget Committee and the Board of County Commissioners; directs the preparation and administration of the Department budget; serves as lead staff to the County's Budget Committee.
3. Oversees the annual County audit; authorizes and directs the preparation of materials, reports and supporting documents; serves as lead staff to the County's Audit Committee.
4. Provides expert advice and assistance on long and short term financing/funding of desired County facilities, equipment and operational goals; arranges for bonded debt, capital lease

and other financings; acts on behalf of the Board of County Commissioners to commit the County to contracts for financing and purchase of capital projects, goods and services.

5. Participates in regional and state organizations, commissions and task forces to promote and coordinate intergovernmental programs; represents the County in drafting, introducing, advocating and testifying on legislation related to department activities.
6. Promotes Department activities and programs with business associations, citizen groups and the public; evaluates and responds to complaints from employees, the public, and other government agencies.
7. Hires and directs management and supervisory level staff to provide quality service to citizens and County staff; prepares performance evaluations; determines and approves disciplinary actions; conducts and/or facilitates staff training and development programs; promotes cooperative team efforts among staff and with other County departments; participates as a member of the management bargaining team and administers department labor contracts.
8. Oversees the selection, installation and maintenance of automated and manual financial information and management systems, payroll information systems and related software applications.

### **REQUIRED KNOWLEDGE AND SKILLS**

Comprehensive knowledge of: Principles, methods and techniques of public administration, personnel management and budget/grant administration; participative management theories; Department functions in: public finance administration, budgeting, payroll and automated financial information systems.

Thorough knowledge of: Generally accepted accounting principles, systems, procedures and controls; principles of cost accounting and cost allocation methods; principles of investment of public funds, debt service and bond requirements; including arbitrage rules; principles of financial reporting; professional standards as established by the Financial Accounting Standards Board and the Government Accounting Standards Board and other regulatory bodies; statistical methods; rate making principles; depreciation practices; federal, state and local statutes, rules and regulations applicable to governmental accounting and auditing; public funding sources and financing methods; State of Oregon Local Budget Law; labor relations procedures and collective bargaining practices; federal, state and local government operating methods and procedures; techniques of mediation, negotiation and public relations; principles and techniques of contract solicitation, preparation, negotiation and administration.

Skill to: Communicate effectively, both orally and in writing; prepare and deliver oral presentations to public and private groups; formulate and implement operational and administrative policies; plan, develop and evaluate funding requirements; prepare and justify budget requests and grant proposals; review contracts for compliance with County policies and legal requirements; interpret, explain, evaluate and recommend accounting and investment policies and procedures; use computerized financial information and reporting systems; direct staff in continuous efforts to improve quality productivity and effectiveness; incorporate team participation in decision making; respond to changes desired by citizens and County staff; establish and maintain effective working relationships with outside agencies, elected officials, County employees and the public; understand, interpret and apply Federal, State and local

statutes, rules and regulations relevant to Department policies and procedures; train, direct, evaluate and supervise management, professional and technical personnel.

### **MINIMUM QUALIFICATIONS**

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

**Experience:** A minimum of nine (9) years of related experience that would provide the required knowledge and skills to perform the responsibilities of this position.

**Licenses/Certifications:** None Required.

### **PRE-EMPLOYMENT REQUIREMENTS**

Must successfully pass a criminal history check which may include national or state fingerprint records check.

Driving is required for County business on a regular basis or to accomplish work. Incumbents must possess a valid driver's license, and possess and maintain an acceptable driving record throughout the course of employment.

Edited: 8/19