

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Chief Financial Officer

Department: Administration

FLSA Status: Exempt

Job Code: A702

JOB SUMMARY

Under the administrative direction of the City Administrator, assists the City Administrator in coordinating and directing the activities and operations of assigned City departments and divisions; oversees and directs assigned programs and functions of the City, and other areas as assigned; performs responsible and complex administrative work including to direct or conduct special projects; coordinates activities with other City officials, departments, outside agencies, organizations, and the public; provides responsible and complex staff support to the City Council and City Administrator.

ESSENTIAL JOB FUNCTIONS

- Assumes full management responsibility for assigned functions, services, and activities of the City including but not limited to the Finance Department, Procurement Division, Human Resources, and Information Technology.
- Plans and directs the work plan for assigned functions; assigns projects and programmatic areas of responsibility; provides direction and supervision on key projects; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
- Provide effective leadership and consultation to the finance department and related activities; ensures compliance with internal controls, established policies and procedures and with applicable federal, State and City laws, ordinances and resolutions; ensures financial activities adhere to generally accepted accounting procedures (GAAP); and provides guidance and direction regarding difficult finance issues and concerns.
- Maintain accurate financial records and ensure compliance with all relevant laws, regulations and accounting standards.
- Coordinates the selection, implementation and administration of the City's automated financial management system; ensures employees receive needed training, software,

hardware and peripheral equipment needed to best utilize the system; works with software engineers and computer support staff to identify needs, obtain services, and resolve problems.

- Conduct financial forecasting and long-term planning to support the city's strategic initiatives
- Provides leadership and direction of the city's human resources and information technology functions. Identify potential financial risks and develop strategies to mitigate them.
- Establishes the procurement and contracts process, ensuring transparency and accountability.
- Provide leadership in IT strategic planning, ensuring that technology aligns with the city's goals, objectives, and infrastructure.
- Assists the City Administrator and the Chief Operating Officer in the preparation, coordination, review and presentation of the City's annual operating and capital improvement budgets including coordination with Finance Department staff.
- Provides leadership and direction in developing short and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; coordinates department activities with other departments, community organizations, advisory boards, and citizens.
- Coordinates and participates in providing responsible staff assistance and professional analysis and advice to the City Administrator, City Council, and other City boards and commissions as assigned; attends City Council meetings and other public meetings to assist the City Administrator.
- Establishes and maintains effective working relationships with City's county, state and federal delegations. Assists in managing intergovernmental relationships with other cities.
- Acting in consultation with the City Administrator and Chief Operating Officer, providing input on operational considerations during budget discussions, focusing on staffing requests, and proposing alternative methods of achieving departmental and/or City service needs.
- Through subordinate professional staff, provides staff support to the Council Ordinance Committee, tracks local, State, and Federal legislative activities, including legislative reports for Council action, and provides enforcement of selected City ordinances.
- Directs the implementation of the City's policies and programs to ensure effective implementation of the City Council's goals and objectives and to maintain fiscal integrity.
- Analyzes existing operating procedures on a citywide basis, recommending revisions or new procedures to promote efficient, effective, and consistent delivery of services.
- Respond to and resolve difficult and sensitive inquiries and complaints.
- Attends conferences, schools, and professional meetings to keep abreast of new developments in public administration, training, and administration.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- Bachelor's degree from an accredited college or university with major coursework in public administration, finance, accounting, business administration, economics, or a related field. A Master's degree is highly desirable.
- Ten years of progressively responsible professional experience in municipal government or public sector management, including at least five (5) years of administrative or supervisory responsibility at the senior managerial or executive leadership level.

Licenses or Certifications:

- Possession of a valid Georgia Class C driver's license

Special Requirements:

- None

Knowledge, Skills and Abilities:

- Operations, services, and activities of a municipality.
- Advanced principles and practices of public and local government administration.
- Current social, political, and economic trends and operating characteristics/problems of municipal government.
- Principles and practices of program development and administration.
- Government, council, and local and state legislative processes.
- Principles and practices of fiscal and strategic planning.
- Methods of analyzing, evaluating, and modifying administrative procedures.
- Principles and practices of municipal finance and budget preparation and administration.
- Methods and techniques for goal setting and program evaluation.
- Principles of supervision, training, and performance evaluation.
- Decision making techniques.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles of effective public relations and interrelationships with community groups and agencies, private businesses and firms, and other levels of government.
- Methods and techniques of research, statistical analysis, and report presentations.
- Strong analytical skills and a thorough knowledge of planning and design. Ability to understand, evaluate and make judgment on proposals (RFP's).
- Proficiency with personal computers and Microsoft Office.
- Excellent written and oral speaking skills.
- Analyze and define problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Identify and respond to sensitive community, organizational, and City Council issues, concerns, and needs.
- Research, analyze and evaluate new service delivery methods and techniques.
- Research, analyze, interpret, summarize, and present administrative and technical information and data in an effective manner.
- Select, supervise, train and evaluate staff.
- Prepare clear and concise administrative and financial reports.
- Prepare and administer large and complex budgets.
- Interpret and apply federal, state and local policies, law and regulations.
- Negotiate and resolve complex issues.
- Respond to inquiries or complaints and explain regulations and procedures to the general public, members of the business community, and representative or other agencies and organizations.
- Effectively present information to top management and public groups.
- Delegate authority and responsibility.
- Deal tactfully and effectively with co-workers.

- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Establish and maintain effective working relationships with those contacted in the course of work.

PHYSICAL DEMANDS

The work is sedentary to light which requires the ability to exert light physical effort, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station. Tasks also require the ability to perceive and discriminate colors or shades of colors, sounds, depth, and visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT

Work is regularly performed without exposure to adverse environmental conditions.

The City has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

The City of Roswell, Georgia commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The City's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.