

DIRECTOR OF FINANCE

DEFINITION

To plan, direct and review the activities and operations of the Department of Finance including the functions of the offices of the county auditor, county controller, county treasurer and county tax collector. To coordinate assigned activities with other departments and outside agencies; and to provide highly responsible complex administrative support to the Board of Supervisors.

SUPERVISION RECEIVED AND EXERCISED

Receive administrative direction from the Board of Supervisors. Exercise direct supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES - Duties may include, but are not limited to, the following:

Perform all statutory duties of the offices of the county auditor, county controller, county treasurer and county tax collector. Pursuant to the budget policy established by the board of supervisors tabulate the proposed annual budget for the county and for those special districts whose affairs and finances are controlled by the board of supervisors. Pursuant to the budget policy established by the board of supervisors compile and publish the final budget. Establish and maintain a fiscal control system for all contracts that authorize the payment or receipt of money. Develop, plan, and implement department goals and objectives; develop and administer county fiscal policies and procedures. Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures. Coordinate Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence. Supervise and participate in the development and administration of the Department budget; direct the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments. Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures. Prepare bid specifications for service contracts and equipment; review and recommend bid award; negotiate and administer contracts with service providers. Maintain and compile a variety of financial and other records; prepare plans, reports and statistical information. Coordinate and participate in a variety of staff, department and state agency meetings; prepare and present reports. Participate on a variety of boards, committees and commissions; attend and participate in professional groups and committees. Respond to and resolve difficult and sensitive inquiries and complaints. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs. The principles and practices of public sector financial program development and administration. Principles and practices of county financial management, including taxation, revenue collection, auditing, controllership, investment, and budgeting methods. Pertinent federal, state, and local laws, codes and regulations. Principles and practices of organization, administration and personnel

Director of Finance
Rev.- 02/12/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08

Res. #2006- 6
Res. #2006- 93
Res. #2006- 93
Res. #2007- 03

management. Principles of supervision, training and performance evaluation. Principles and practices of budget preparation and administration.

Ability to:

Interpret and apply federal, state and local policies, procedures, laws and regulations. Effectively administer the financial activities of the county. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Prepare comprehensive and complex technical reports. Gain cooperation through discussion and persuasion. Prepare and administer the department's budget. Select, supervise, train and evaluate assigned staff. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING GUIDELINES

The person appointed as the Director of Finance must satisfy any one of the following criteria from Government Code § 26945:

- a) *Possession of a valid certificate issued by the California State Board of Accountancy under Chapter 1 (commencing with Section 5000) of Division 3 of the Business and Professions Code showing the person to be, and a permit authorizing the person to practice as, a certified public accountant or as a public accountant.*
- b) *Possession of a baccalaureate degree from an accredited university, college, or other four year institution, with a major in accounting or its equivalent, as described in subdivision (a) of Section 5091.1 of the Business and Professions Code.*
- c) *Possession of a certificate issued by the Institute of Internal Auditors showing the person to be a designated professional internal auditor, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.*
- d) *Service as a county auditor, chief deputy county auditor, or chief assistant county auditor for a continuous period of not less than three years.*

Or,

The person appointed as the Director of Finance must satisfy any one of the following criteria from Government Code § 27000.7:

- a) *Service in a senior financial management position in a county, city, other public agency dealing with similar financial responsibilities for a continuous period of not less than three years, including, but not limited to, treasurer, tax collector, auditor, auditor-controller, or the chief deputy or an assistant in those offices.*
- b) *Possession of a valid baccalaureate, masters, or doctoral degree from an accredited college or university in any of the following major fields of study: business administration, public administration, economics, finance, accounting, or a related field with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.*
- c) *Possession of a valid certificate issued by the California State Board of Accounting pursuant to Chapter 1, (commencing with Section 5000) of Division 3 of the Business and Professions Code, showing that person to be, and a permit authorizing that person to practice as, a certified public accountant.*

- d) *Possession of a valid charter issued by the Institute of Chartered Financial Analysts showing the person to be designated a Chartered Financial Analyst, with a minimum of 16 college semester units or their equivalent, in accounting, auditing, or finance.*
- e) *Possession of a valid certificate issued by the Treasuring Management Association showing the person to be designated a Certified Cash Manager, with a minimum of 16 college semester units, or their equivalent, in accounting, auditing, or finance.*

LICENSE OR CERTIFICATE

Beginning in the year 2000, and every two years thereafter, successful completion of a continuing education program consisting of, at a minimum, 24 hours or an equivalent amount of continuing education units within the discipline of treasury management or public finance, or both offered by a recognized state or national association, institute, or accredited college or university that provides the requisite education programs described in Government Code § 27000.9.

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