

**City of Saratoga**  
**Finance and Administrative Services Director**  
**Exempt**

**DEFINITION**

Under general administrative direction of the City Manager; plans, organizes, directs and coordinates a variety of functions, which may include but are not limited to: financial and accounting functions, information technology, contract management, risk management programs, management analysis, human resources, and information technology programs.

**DISTINGUISHING CHARACTERISTICS**

This is a department head class reporting to the City Manager. This position provides general direction for administrative, financial, and operational activities of the department.

The Finance and Administrative Services position is "At-will". "At-will" refers to any City employee who: (1) does not hold regular status, (2) serves at the pleasure of the City Council and/or City Manager, and/or (3) can be terminated at any time without cause and without the opportunity for a dismissal hearing or to appeal.

**ESSENTIAL DUTIES**

The duties described below are intended to provide only a summary of the typical functions of the job. This is not an exhaustive or comprehensive list of all possible job responsibilities and the duties of the jobholder might differ from those outlined in the job description.

- Prepare and present the Comprehensive Annual Financial Report (CAFR) external financial reports, and internal management reports.
- Ensure that the City's accounting and financial records are maintained and reported in accordance with professional and legal standards.
- Manage the treasury, including cashiering functions, portfolio investments, debt financing and banking service agreements.
- Manage revenue functions, including collecting and auditing of local taxes.
- Supervise cash flow and investments; make buy and sell recommendations.
- Direct, monitor, control, and authorize the receipt, expenditure, and accounting of all funds.
- Direct, monitor, and supervise the central stores, purchasing, and procurement programs.
- Develop, recommend, implement, and monitor departmental performance standards.
- Assist City Manager in the development of operating and capital budget requests and in the presentation of same to the City Manager and City Council.
- May manage the property, liability, worker's compensation, and other risk programs.
- Direct the preparation of technical reports and documents related to fiscal and operational activities and plans.
- Develop, administer and present long range strategic and financial plans for the City.
- Plan, manage, and execute special projects and/or programs assigned by the City Manager.
- Prepare and make presentations to the City Council.
- Review, negotiate, monitor, and manage major contracts and franchise agreements.

- Assist City Manager by monitoring and evaluating the efficiency and effectiveness of the City's organizational structure, staffing patterns, service levels, and administrative systems.
- Oversee the information technology division.
- Oversee the human resources division, excluding labor and employee relations which is overseen by the City Manager.
- Supervise, train, and evaluate staff.
- Performs other duties as required.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of:

- Modern management principles and techniques.
- Risk Management, including programmatic policies, structures and financing options.
- Use and application of modern information and telecommunications systems, and technologies.
- Financial analysis and research procedures.
- Contract administration practices.
- Cost control and service delivery alternatives.
- Budget preparation and administration.
- Basic knowledge of Information Technology systems and administration.
- Basic knowledge of Human Resources strategies and administration.
- Financial and Human Resources Law.

Ability to:

- Provide leadership.
- Plan, direct, and organize the operations of a complex agency.
- Work effectively with the City Manager and City Council.
- Prepare and analyze complex budget and financial reports, and related documents.
- Develop and implement financial goals, objectives, policies, and priorities.
- Understand, interpret, and apply laws and administrative policies and rules, and direct their application to financial operations.
- Select, supervise, motivate, and evaluate staff.
- Communicate clearly, concisely, and effectively both orally and in writing.

## **EDUCATION, TRAINING AND EXPERIENCE**

Experience:

Five years of progressively responsible public sector financial and administrative management experience, including at least two years of supervisory responsibility.

Education:

Bachelor's degree in public or business administration, finance, or economics, or related field. Master's degree highly desirable.

## License and Certification

Certified Public Accountant certificate or similar certification (e.g. C.M.A., C.I.A., C.F.A.) are all considered highly desirable.

## **WORK ENVIRONMENT AND PHYSICAL DEMANDS**

The work environment and physical demands described here are representative of those required by an employee to perform to the essential functions of this job with or without reasonable accommodation.

Under California law (California Government Code Section 3100-3109), all City of Saratoga employees are designated as Disaster Service Workers, (DSW). In the event of a catastrophic event, City of Saratoga employees may be expected to fulfill emergency action assignments. As DSW's, employees may be assigned to assist in any disaster service activity that promotes the protection of public health and safety and preservation of lives and property.