



JOB DESCRIPTION

Knowledge of:

- Administrative principles and methods, including goal setting, program and budget development and implementation; and employee supervision.
- Principles, practices and program areas related to the management of municipal functions.
- Principles and practices of budget development, administration and expenditure control.
- Governmental accounting and generally accepted accounting principles.
- Grants and related accounting

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards and internal controls.
- Analyze complex technical, administrative and financial problems and reports
- Prepare clear and concise reports, correspondence and other written materials.
- Ability to communicate clearly and concisely; both orally and in writing.
- Establish and maintain cooperative working relationships with the City Staff, City Council, as well as outside agencies.
- Interpret and apply fundamental principles of accounting and payroll related laws, policies, and procedures
- Analyze and review financial data and make recommendations as required.
- Plan, organize, direct and coordinate the work of lower level staff.
- Ability to handle confidential information with great sensitivity
- Work well under pressure, meeting multiple and sometimes conflicting deadlines.

Experience and Education:

Any combination of experience and training that would likely provide the required knowledge, skills and abilities necessary for satisfactory job performance is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience – Five years of increasingly responsible management and administrative experience in a municipal government or similar public agency setting including Finance, Accounting, Grants Administration, Information Technology, of which at least 3 years is in a supervisory capacity, and

Education – Bachelor's degree from an accredited college or university in Accounting, Finance, Business Administration, Public Administration or a related field.

Special Requirements:

Possession of a valid California Class C driver's license and good driving record.

Physical Requirements and Environmental Conditions:

The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable



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accommodations may be made to enable individuals with disabilities to perform the essential functions on a case-by-case basis. There is frequent need to sit, stand, stoop, walk, and perform other similar actions during the course of the workday. Incumbents require sufficient mobility to work in an office setting and operate office equipment, transport materials and supplies weighing up to 10 pounds, and to travel to various locations; must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents; and must be able to hear in the normal audio range with or without correction.

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

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