

**FINANCE AND TECHNOLOGY DIRECTOR**

**PURPOSE**

Responsible for the planning, design, management, control, implementation and administration of all City financial, accounting and information systems and programs inclusive of, but not limited to, the following: finance, budget analysis, accounting, investment, utility billing, debt issuance, revenue collection, licensing, inventories, internal accounting controls, external audit liaison, information systems management and ancillary related centralized administrative support services such as purchasing, computer technology and system maintenance.

**WORKING CONDITIONS**

Work is generally performed in an office setting, Monday through Friday, 8:00 a.m. to 5:00 p.m. The position involves evening meetings which extend hours of work beyond the normal workday. It includes pressure generated by deadlines, volume of work, complaints and frequent interruptions. Position is also required to be on call 24 hours a day in the event of catastrophic systems problems with the capability of regenerating system from remote locations.

**PHYSICAL CHARACTERISTICS**

Work may include prolonged sitting as well as moderate lifting, reaching, stooping, pulling and pushing activities.

**DISTINGUISHING CHARACTERISTICS**

This is an exempt, at will, senior management position directly responsible to the City Manager. The Finance and Technology Director is the head of the Department and exercises the full range of supervisory authority over assigned clerical, technical and professional personnel. May also act as Deputy City Treasurer and Finance Officer for allied City operations such as the Financing Authority and Controller of Dixon Solano Water Authority.

**ESSENTIAL JOB FUNCTIONS** - Duties may include, but are not limited to, the following:

Assumes full management responsibility for all finance services and activities; develops and administers the City's budget; manages the City's financial goals, objectives, policies, and priorities; ensures internal controls, accuracy of financial records and compliance in grant reporting; manages the utility billing system; identifies opportunities for department improvement and implements changes.

Selects, trains, motivates and evaluates assigned personnel; works with employees to improve skills and correct deficiencies.

Manages department budget; maintains City-owned fixed asset account; oversees and participates in the development and explains and supports financial programs and policies.

Negotiates and resolves sensitive and controversial issues.

Helps direct City's investment program.

Recommends, implements and administers internal department policies and procedures.

Represents the City to other cities, elected officials, and outside agencies.

Maintains the City's general ledger; compiles and prepares fiscal statements and reports; assists with the annual independent audit of the City; collects data and prepares reports, including those required for debt issues;

Administers activities related to the Finance Authority, Dixon Solano Water Authority, and other allied organizational subdivisions.

Prepares and presents staff reports and other necessary correspondence; prepares reports and analyses for City Council; provides staff support to assigned Boards and Commissions;

Responds to and resolves citizen inquiries and complaints; attends and participates in professional group meetings; keeps informed of new trends and innovations in the field of public financial management.

Performs a wide range of systems analysis and coordinates programming work through assigned technical staff involved in the development, implementation or modification of various applications.

Conducts complex and comprehensive feasibility studies and detail designs; establishes standards and programming processes; recommends and implements systems improvements for computer hardware and software as needed; documents new and existing systems and coordinates system development activities and data processing services with City departments; develops, implements and reviews disaster recovery planning and systems and programming standards; maintains and monitors system security; oversees the planning, installation, maintenance and modifications of all City owned data communication network and telephone systems; develops and provides leadership for the development of a comprehensive, long range strategic plan for information technology.

**OTHER JOB FUNCTIONS**

May serve as resource person on management negotiating team; may assist other management personnel in general City management projects.

**DESIRABLE QUALIFICATIONS**

**Knowledge and Abilities:**

Working knowledge of principles and practices and legal requirements of governmental accounting, auditing, budgeting, purchasing and billing, and of computerized accounting systems; administrative principles, methods and trends of current computer industry technology; principles and practices of systems analysis; applicable computer hardware and software and computer operating systems and platforms; long-term strategic planning in a rapidly changing technical environment.

Ability to manage the City's complete financial system; analyze and interpret financial records, reports and data; to develop and implement new improved financial systems and record keeping procedures; to maintain and prepare accurate financial records and reports; to deal tactfully with various government officials and the general public; to analyze the effects of current and proposed legislation governing municipal agencies; to understand and utilize debt structures and debt management, the concepts and practices of statistical trend analysis, research techniques, the principles of management, supervision and training, finance administration, personnel and risk management practices and procedures. Plan, organize, direct and coordinate the work of assigned staff; to select, supervise, train and evaluate staff; to delegate authority and responsibility; to operate and administer computer systems; to organize and direct the operations, services and activities of the City's financial functions; to identify and respond to Manager's, community and City Council issues, concerns and needs; to develop and administer the department budget, goals, objectives and procedures; to prepare clear and concise administrative and financial reports; to prepare and administer large and complex budgets; to analyze problems, identify alternative solutions; project consequences of proposed actions and implement recommendations in support of goals; to research, analyze and evaluate new service delivery methods and techniques; to interpret and apply federal, state and local policies, laws and regulations; to communicate clearly and concisely, both orally and in writing; and to establish and maintain effective work relationships with a variety of people contacted in the course of work; to design systems and perform necessary programming and application documentation; to oversee the work of assigned technical staff and ensure appropriate quality services are provided; to develop and implement information systems training for City staff in all departments; to anticipate, identify and analyze information and technology needed to support City's goals and objectives.

**Education/Experience:**

Any combination equivalent to experience and education that would likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

**Education:** A Bachelor's Degree from an accredited college or university in accounting, economics, or public or business administration with an emphasis in finance and/or general government. A Master's Degree in a related field is desirable.

**Experience:** Six (6) years of broad and increasingly responsible experience in public accounting and finance, including three (3) years of supervisory/management responsibility. Increasingly responsible technical experience including responsibility for complex and sophisticated information technology services and/or data processing involving operations, systems analysis and programming.

**License, Certificate and/or Requirements:**

Possession of a valid Class C California Driver's License and a satisfactory driving record are conditions of initial and continued employment.

Professional Certification is highly desirable.