



ASSISTANT DIRECTOR OF FINANCIAL SERVICES
FLSA: EXEMPT
Grade 38 \$87,167.85 - \$139,468.57

GENERAL DEFINITION

Under the general direction of the Director of Financial Services and IT, the position oversees major functions of the Financial Services Department including supervising professional, paraprofessional, and clerical personnel involved in varied finance related activities and responsibilities. The position performs advanced managerial and administrative activities of considerable difficulty. Assists in managing a comprehensive financial management system to include procurement, specific accounting functions, debt and treasury management, financial reporting, program performance evaluation, assigned staff, and manages the annual external audit. Functions as the Director in the absence of the Director.

ESSENTIAL JOB DUTIES

- Directs and supervises various department staff, provides guidance and training, reviews job performance, evaluates and make recommendations as appropriate.
- Directs activities and programs of the department to ensure adherence to applicable law, regulations, rules, policies and procedures and that goals, objectives and standards are met in a timely and effective manner.
- Develops and administers work programs, practices, procedures and policies for improving the effectiveness of programs and projects.
- Completes special projects and assignments issued from time to time for analysis and recommendation
- Represents the City in meetings, conferences, and professional association forums.
- Maintains current knowledge of trends and developments in the information technology and management information systems disciplines for application to functions under charge.
- Participates in the administration of financial trends assessment reporting on a monthly, quarterly, and annual basis to reports to monitor the City's financial condition and status.
- .

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of the principles and practices applied to the organization, management and administration of municipal accounting, finance, auditing and reporting, and administration of a multi-function department of technically diverse disciplines.
- Knowledge of generally accepted accounting principles and funds accounting, including grants, insurance, employee benefits, budgeting, financial controls, investments, financing, and methods applied to information technology infrastructure planning, implementation, and management.
- Knowledge of operations analysis, public administration, political theory, public and media relations, and purchasing theory.
- Knowledge of statistical concepts and methods as applied to the analyses of accounting and finance administration.

ASSISTANT DIRECTOR OF FINANCIAL SERVICES
FLSA: EXEMPT
Grade 38 \$87,167.85 - \$139,468.57

- Knowledge of the body of available and current information resources applicable to the departments' functions for technical research purposes and for special projects as may be assigned by City Administration.
- Knowledge of legislation and regulatory standards applicable to the management and administration of public accounting, investment funds, management information systems, and information technologies.
- Knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- General understanding of statistical methods and concepts as applied to the analysis and evaluation of accounting, finance and investment functions.
- Ability to interpret rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Ability to establish and maintain effective working relationships with employees, division and department heads, public and private sector contacts, and City Administration.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to plan, assign, direct and review the work of others in a manner conducive to full performance and compliance with established policies standards applicable to the work.
- Ability to evaluate, analyze and provide recommendations regarding short and long-term goals, objectives, and initiatives regarding the City's information management infrastructure.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to communicate professionally verbally, in writing, and in presentations.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

- Bachelor's degree from an accredited college or university in Accounting, Finance, Public Administration or similar with five (5) years' experience or Masters' degree with 3 years' experience within a governmental structure in budget development and administration, human resources management, organization, and delegation of responsibilities.

PREFERRED EXPERIENCE

- Master's Degree in Business or related field
- Certified Government Finance Officer
- Certified Public Finance Officer
- Certified Government Financial Manager
- Certified Data Processor

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S.C. 12101 et. Seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and

ASSISTANT DIRECTOR OF FINANCIAL SERVICES
FLSA: EXEMPT
Grade 38 \$87,167.85 - \$139,468.57

current employees to discuss potential accommodations with the employer. The physical demands described here are respective of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date