

## Class Title: Director of Finance

**BRIEF DESCRIPTION OF THE CLASSIFICATION:** This is advanced professional and managerial work as a chief accounting and financial officer of the City government.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.*

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Analyzes and evaluates the suitability of existing and alternative practices and procedures in all aspects of local fiscal practices and financial management; makes recommendations for changes of major importance and decides and implements detailed procedural changes in financial management.
2	S	Directs and analyzes studies of general economic, business, and financial conditions and their general impact on the organization's policies and operations; works closely with internal and external officials and administrators and representatives of private and public agencies to ensure support for and coordination of economic development activities.
3	S	Develops and implements innovative plans for areas such as financing of capital improvements and other projects, revenue generation, and the like, through the use of public/private partnerships and other strategies.
4	S	Directs accounting for receipts and disbursements and associated financial process; oversees the preparation of annual financial report (CAFR) and other routine financial statements and plans and may assist in making special financial analyses.
5	S	Develops, supervises, and monitors adherence to the established procedures for the procurement of materials, equipment and services for City needs.
6	S	Directs the investment and management of City funds.
7	S	Directs and manages the City's risk management exposure for general business and operational risks.
8	S	Participates in critical functions in conjunction with Retirement Board, Ex-officio voting member of Pension Board of Trustees.
9	S	Ex-officio Advisory Council to Economic Development Authority.
10	S	Ex-officio voting member of Municipal Bond Commission.
11	S	Ex-officio member of Norfolk Interagency Commission.

**CLASS REQUIREMENTS:**

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Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline which is typically acquired at a Master's degree-level of study or equivalent.
Experience	Five years' experience, including three years of supervisory experience.
Certifications and Other Requirements	Certified Public Accountant preferred.
Reading	Work requires the ability to read financial data, various reports, and memos.
Math	Work requires the ability to perform general math and finance calculations such as addition, subtraction, multiplication, and division.
Writing	Work requires the ability to write financial data, various reports, and memos.
Managerial	Managerial responsibilities include allocation financial resources, verifying the accuracy of reports, and facilitating communication and teamwork.
Budget Responsibility	Responsible for the final approval of financial recommendations to the City Manager and monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluation of program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.
Complexity	Work is of the broadest scope dealing with highly complex concepts and issues of great importance to the City. Highly important policies, procedures or precedents are approved or rejected by the individuals in this classification. Ability to understand and implement technical requirements regarding accounting and financial reporting, complex debt and loan agreements, economic development projects, and investment practices of operating capital and pension funds.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. Constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

**PHYSICAL DEMANDS:**

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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*This is a description of the way the job is currently performed; it does not address the potential for accommodation.*

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Office equipment, presentations
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Inter-office, to/ from office equipment
Lifting	N	
Carrying	N	
Pushing/Pulling	O	Desk drawers, chair
Reaching	O	Across desk
Handling	O	Paperwork, office supplies
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	N	
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, reading, driving
Hearing	C	Staff, supervisor, telephone, meetings
Talking	F	Staff, supervisor, telephone, meetings
Foot Controls	O	Driving
Other (specify)	N	

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, fax machine, copy machine, telephone, calculator, Standard Microsoft Windows and Office software, QuickBooks, PeopleSoft.

**ENVIRONMENTAL FACTORS:**

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

**PROTECTIVE EQUIPMENT REQUIRED:**

None

**NON-PHYSICAL DEMANDS:**

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	R
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)