

City of Fort Worth, Texas Job Description

Classification Title	Assistant Finance Director		
Job Code:	AD1051	Job Family:	Assistant Department Directors
Pay Grade	307	Date Reviewed:	06/25/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Assists in planning, directing, and managing the activities and operations of the Finance Department. Coordinates assigned activities with other departments and outside agencies. Directs and coordinates the formulation, presentation, publication, implementation and monitoring of City's operating and capital budgets. Provides highly responsible and complex administrative support to the Chief Financial Services Officer.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Directs the activities of the division/department, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, and/or service offerings; ensures compliance with federal, state, and local laws, regulations, codes, and/or standards.
2. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
3. Assists in directing and managing the development and implementation of departmental goals, objectives, policies and priorities for each assigned service and/or operational area, and explains, justifies and defends department programs, policies and activities.
4. Assists in establishing appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly; and recommends and oversees departmental performance measures and benchmarks, work methods, and organizational structures.
5. Assesses and monitors work load, administrative and support systems and internal reporting relationships; identifies opportunities for improvement; recommends and

implements changes; serves as project leader of assigned programs and projects; and tracks and monitors progress on assigned projects.

6. Represents the Finance department to other departments, elected officials and outside agencies; and coordinates assigned activities with those of other departments and outside agencies and organizations.
7. Participates in, or directs the formulation, presentation, adoption, publication, development and administration of the City budget; assists in forecasting funds needed for staffing, equipment, materials and supplies; approves expenditures; participates in developing strategies for advancing goals and mission through allocation of resources; and implements budgetary adjustments as appropriate and necessary.
8. Administers assigned contracts; negotiates and prepares complex requests for proposals or contracts with external professional service providers and vendors; monitors work progress; and ensures adherence to project schedules and budgets.
9. Provides staff assistance to the Finance Director; participates on a variety of boards, commissions and committees; assists in formulating significant policies related to the department's services and activities; and prepares and presents staff reports and other necessary correspondence.
10. Responds to and resolve difficult and sensitive citizen inquiries and complaints; interprets policies and procedures; and monitors status of requests.
11. Assists in the design and implementation of new, integrated financial systems; participates in the acquisition, development and efficient and effective use of supporting systems and equipment; and maintains operations in a manner that meets the needs of the City-wide user base, as assigned.
12. Performs other related duties as required.
13. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
14. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of:
 - Operations, services and activities of a comprehensive, municipal Finance program.
 - Principles, practices, and methods of municipal finance and accounting.
 - Principles of organizational analysis and design.
 - Principles and practices of program development and administration.
 - Investment policies and procedures for safety, liquidity, and yield for public funds.
 - Methods and techniques of statistical data collection and analysis.
 - Principles and procedures of management systems and reporting.

- Principles of supervision, training and performance evaluation.
- Pertinent Federal, State and local laws, codes and regulations.
- City personnel policies and procedures.
- Principles and procedures for developing goals, objectives and management plans.
- Skill in:
 - Strategic and critical thinking.
 - Interpersonal relations.
 - Organization and time management.
 - Planning.
- Ability to:
 - Communicate clearly and effectively, both orally and in writing.
 - Develop and administer departmental goals, objectives and procedures.
 - Analyze data and information; draw conclusions; propose responsive actions.
 - Identify and respond to sensitive community and organizational issues, concerns and needs.
 - Plan, organize, direct and coordinate the work of subordinates.
 - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 - Research, analyze and evaluate new service delivery methods and techniques.
 - Prepare clear and concise administrative and financial reports.
 - Prepare and administer large and complex budgets.
 - Interpret and apply applicable federal, state and local policies, laws and regulations.
 - Use computers and applicable software.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, economics, accounting, or a closely related field and six years responsible experience in finance or a closely related field, including four years of administrative and supervisory responsibility.

OTHER REQUIREMENTS

Valid Texas driver's license.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.