

**CITY OF LAKEWOOD, OHIO
CLASS SPECIFICATION**

CLASS TITLE: ASSISTANT DIRECTOR/FINANCE I
DEPARTMENT: FINANCE
REPORTS TO: ASSISTANT DIRECTOR OF FINANCE II

CLASS CODE: 10012
FLSA STATUS: E
DATE: 04-19

JOB SUMMARY:

Assists the department director in managing all staff and department functions, including long and short range planning, budget development and staff management. Examples of functions include: forecasting and collecting revenues; managing investment policy and activities; and compiling various financial reports.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory/managerial responsibility in accordance with policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; establishing deadlines; appraising performance; rewarding and disciplining employees; coordinating, developing and approving staff training; and addressing complaints and resolving problems.

Plans, coordinates, assigns, and monitors performance and coaches, counsels, mentors, trains, and advises employees in department for the dual goals of meeting department goals and employee career development.

Prepares financial statements, journal entries, statistical and miscellaneous data and drafts related correspondence; explaining information and providing feedback.

Manages tax and other collection functions, including; interpreting and enforcing tax codes, civil and criminal ordinances, rules and regulations; resolving taxpayer disputes and negotiating settlements; overseeing the processes of civil and criminal complaints; assisting taxpayers in filing tax returns; calculating annual tax revenue projections and generating related reports; addressing all unresolved complaints; conducting audits; and placing tax liens on properties and/or requesting garnishment of wages.

Oversees and processes information relates to the budget, including: preparing worksheets; forecasting revenues; checking and verifying department budget entries; providing and presenting financial information, data and history to aid in discussions.

Reviews bank reconciliation information, including: reviewing cash available in active accounts; preparing and processing wire transfers and associated journal entries.

Recommends amendments to ordinances to comply with changes in State or Federal Law.

Prepares and files Internal Revenue Service compliance reports as they pertain to the issuance of refunds and credits.

Prepares financial documentation for various projects and at the Director's request; develops spreadsheets and prepares graphs for presentations.

Prepares requests for proposals for services.

Serves as a liaison and/or member of various committees/teams and collaborates, persuades, presents reports to and negotiates with others outside own work area to coordinate efforts and maintain cooperative and efficient relations.

Assists in planning long-range goals, objectives, organizational structure, and overall direction for the department.

Assists in planning and implementing short-term or annual goals, objectives, and strategies for the department, projects or programs to ensure efficient organization and completion of work.

Ensures quality standards and compliance with regulations are maintained.

Maintains and upgrades professional knowledge, skills, and development by attending seminars and training programs and

reading trade and professional journals and publications.

Interacts with a variety of high level individuals, both internally and within the community to provide information, disseminate departmental information and assist in resolving administrative issues.

Follows up on inquiries from various agencies, groups, media, etc., regarding department programs and services.

Assumes the responsibilities of the department director in his/her absence.

Performs other related duties as assigned.

Participates in process improvement learning and projects. Works efficiently and effectively while implementing principals of continuous process improvement.

MATERIAL AND EQUIPMENT USED:

General Office Equipment Computer

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited four-year college or university in a related field; and,

Five years of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Driver's license with less than eight points.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Applicable state, federal and local ordinances, codes, laws, rules and regulations and legislative issues.

Administrative principles and practices, including goal setting and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Accounting principles, policies and processes as related to governmental accounting standards and operations.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Internal departmental policies and procedures.

City government organization and operations.

External governmental bodies and agencies related to area of assignment.

Standard business arithmetic, including percentages and decimals.

Skill in:

Planning, organizing, assigning, directing, reviewing and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Using tact, discretion, initiative and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Applying logical thinking to solve problems or accomplish tasks; to understand, interpret and communicate complicated policies, procedures and protocols.

Communicating orally with internal staff, citizens, and other departmental staff in order to give and receive information in a courteous manner.

Operating and routine maintenance of general office machines such as copiers, facsimile machines, telephone systems, and paging systems.

Mental and Physical Abilities:

Ability to read and interpret documents such as operation and maintenance instructions, procedure manuals, and so forth.

Ability to delegate authority to staff.

Ability to establish and maintain effective working relationships with others.

Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.

Ability to analyze and resolve problems involving several variables.

While performing the essential functions of this job, the incumbent is regularly required to sit; use hands to finger, handle, or feel objects; reach with hands and arms; speak and hear; and occasionally push, pull and/or lift up to 10 pounds.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.