

**MAJOR FUNCTIONS**

This is an executive level position with primary responsibilities to include the oversight, planning, directing, and coordination of the City's Enterprise Resources, Disbursement and Grants Management Divisions. The incumbent is responsible for the management of the City's disbursement, procurement card, travel administration, grants management, and ERP functions. The department also supports, maintains, and provides security, training, reporting, helpdesk functions, and data integrity assurance for the PeopleSoft financials, human resources, and timekeeping systems. The director assures administrative and accounting compliance with various federal, state, regulatory and City requirements. The director participates in, and formulates, strategic plans and performance measures to achieve short- and long-term goals. Work is done independently with general direction from the Assistant City Manager. Work is reviewed through reports, conferences, observation, and results achieved

**ESSENTIAL DUTIES AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Reviews and analyzes economic, social, political, and legal factors that affect public demand for government services and the organizational and fiscal capacity of the City to provide those services. Monitors state and federal legislation, identifies any potential financial impact of such legislation on the City, identifies potential grant opportunities, and provides information and recommendations to the City's lobbyists. Develops objectives and strategies to address identified issues and establishes performance measures to evaluate and review progress. Develops policy and the overall management and supervision of functions of the Department of Grants and Enterprise Resources, including financial planning, budgeting, accounting, payroll, and procurement. Plans, assigns, schedules, trains, and directs the work of professional and clerical employees engaged in research, formulation, coordination, execution and administration of the City's budget, financial statements, payroll processes and procurement processes. Makes presentations to the Executive Team, City Commission, and citizen groups. Participates on a variety of committees, prepares, and presents staff reports and other necessary projects as directed. Recommends the hire, transfer, promotion, grievance resolution and discipline of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Develops agenda items, reports, and other procedural documents. Attends City Commission meetings and various meetings/conferences with City department directors, City Commissioners, staff, and the public.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities And Skills**

Thorough knowledge of benchmarking and performance measure implementation. Thorough knowledge of best practices and principles of public sector financial planning, budgeting, governmental accounting, payroll, and procurement. Thorough knowledge of laws, rules, and regulations applicable to public sector budgeting, governmental accounting, debt management, payroll, and procurement. Comprehensive knowledge of quantitative and financial analysis and related statistical concepts and methods. Knowledge of modern management practices, procedures, theories, and organizational analysis. Knowledge of the principles of supervision, training, and performance evaluation. Ability to assess municipal problems and proposed policies in terms of their financial and administrative implications. Ability to analyze and interpret financial records and to prepare timely, accurate, and complete statements, summaries, reports, and recommendations. Ability to present oral and written reports effectively to a variety of audience levels. Ability to establish and maintain an effective working relationship with elected and appointed City officials, executive management, other City employees, other governmental agencies, and the general public. Ability to supervise subordinates in a manner conducive to high performance and good morale. Ability to establish and meet deadlines. Skill in the

use of personal computers and associated programs and applications required for successful job performance.

Minimum Training and Experience

Possession of a master's degree in public or business administration, finance, accounting, or a related field and seven years of professional and administrative experience in public sector finance; or an equivalent combination of training and experience. Six years of the required experience must have been in a supervisory capacity. A CPA, CGFO, CMA certification may be substituted for the master's degree.

Necessary Special Requirements

An incumbent of this job classification will be required to file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

Established: 01-05-19

Revised: 01-01-20  
05-04-22