**CITY OF OCEANSIDE**

**REVISED: JANUARY 2006**
**JOB CODE: EXEC12**
**UNIT: EXECUTIVE**

# FINANCIAL SERVICES DIRECTOR
# (UNCLASSIFIED)

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

## DEFINITION

Directs and supervises financial management, revenue and business activities, information technology, risk management, budget development and administration divisions; performs administrative staff functions as directed by the City Manager; provides technical staff assistance and advice; and performs other related work as assigned.

**EXAMPLES OF DUTIES** – *Examples of duties performed by incumbents in the class may not include all required duties. The class specification is intended to present a descriptive list of the range of duties performed by the incumbent.*

Plans, organizes, directs, and coordinates the activities of departmental divisions that provide a variety of internal and public services; provides leadership and oversight of the planning, budgeting, acquisition, implementation, maintenance, and security of Citywide information management; guides and directs all departmental operations in accordance with policy guidelines established by the City Council and City Manager; responsible for the proper functioning of all departmental divisions, and for the supervision and evaluation of all managers; and performs other related duties as assigned.

## DESIRABLE QUALIFICATIONS

**Knowledge of:**

- Principles and practices of public administration and management.
- Principles and techniques of supervision.
- Principles of fiscal management and budget control.

**Ability to:**

- Efficiently manage the operations of the Financial Services Department functions.
- Prepare and administer a departmental budget.
- Plan, assign, and supervise the work of assigned staff.
- Analyze complex financial and contractual problems.
- Prepare, review and interpret complex financial reports, summaries and data.
- Read, interpret and apply complex laws, rules and regulations.
- Communicate effectively, both verbally and in writing.
- Establish and maintain effective working relationships with other employees, City officials, outside agencies, and the general public.

## Experience and Training Guidelines

**Experience:** Five or more years of increasingly responsible experience in public or private sector administration, with responsibility for finance, information technology, or other closely related administrative or management functions, including supervision.

**Training:** A Bachelor's degree or higher in business administration, public administration, or a closely related field. A Master's degree is highly desirable.

**License:** A current, valid, California driver's license.

## WORKING CONDITIONS

**Environmental Conditions:** Office environment; exposure to computer screens.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for sitting and standing for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.