

RESOLUTION
(36-2012)

A RESOLUTION OF THE CITY COUNCIL FOR THE CITY OF FAIRVIEW APPROVING THE CREATION OF A DEPUTY FINANCE DIRECTOR POSITION AND ADOPTING AN APPLICABLE POSITION DESCRIPTION.

WHEREAS, the City has the desire to create and fill the position of Deputy Finance Director, and

WHEREAS, the Deputy Finance Director will report to the City Administrator, and

WHEREAS, the Deputy Finance Director will be a confidential, non-represented, management employee, and

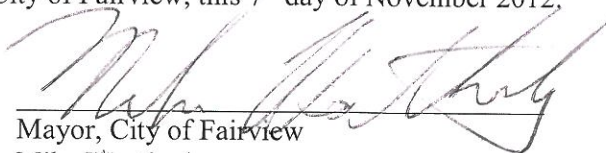
WHEREAS, the Deputy Finance Director will be responsible for all duties as listed in Exhibit A.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAIRVIEW AS FOLLOWS:

Section 1. The Fairview City Council hereby approves the creation of a Deputy Finance Director position and adopts the position duties as detailed in Exhibit A as proposed by the City Administrator/Personnel Officer per the Fairview City Code Chapter 2.10.101A.

Section 2. This resolution is and shall be effective from and after its passage by the City Council.

Resolution adopted by the City Council of the City of Fairview, this 7th day of November 2012,



Mayor, City of Fairview
Mike Weatherby

11/9/2012

Date of Signing

ATTEST:



Recorder, City of Fairview
Samantha Nelson

EXHIBIT A

Deputy Finance Director

Purpose of Position

To direct, manage and oversee the activities and operations of the Finance Department including general accounting functions, budget preparation and compliance, financial reporting, banking and investment services, risk management services, auditing, utility billing, information systems, telecommunications, treasury, and debt management; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the City Administrator. Serves as a member of the Executive Team and reports to and is supervised by the City Administrator.

Essential Job Functions

Collaborate with City Administrator in preparing annual budget in accordance with State and City requirements.

Establish, within City policy, appropriate service and staffing levels of Finance Department; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.

Manage Finance Department consisting of Utility Billing Clerk, Municipal Court Clerk, Accounting Clerk and Accountants. Responsible for management and operation of Municipal Court.

Oversee City-wide financial and accounting services including accounts payable, utility billing, customer service, payroll and benefits administration; establish procedures to ensure strong fiscal controls; monitor and audit cash handling procedures in all departments.

Establish, implement and enhance accounting and internal control systems, policies and procedures in compliance with Generally Accepted Accounting Principles; ensure City assets are accounted for and properly used.

Contributes as a member of the Executive Team and makes decisions in the best interest of the City.

Perform debt management functions; ensure compliance with bond ordinances, bond coverage and loan agreements; ensure all principal and interest payments are made.

Provide staff assistance to the City Administrator; participate on a variety of committees; prepare and present staff reports and other necessary correspondence.

Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Perform related work as required.

Job Qualification Requirements

Bachelor Degree from an accredited college or university with major course work in finance, accounting, business administration or a related field. Six years of increasingly responsible professional accounting or financial management experience and at least two years of supervisory experience. Must have a valid Oregon Driver's License or have the ability to obtain one within 30 days of appointment.

Special Requirements/Licenses

None.

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Supervisory Responsibilities

Supervises the Accounting Clerk, Utility Billing Clerk, Municipal Court Clerk, Interns, Temporary Employees and Contract Employees.

Accountability

This position is accountable to and is under the direction of the City Administrator.

Physical Demands and Working Conditions

The physical demands herein 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 these essential job functions.

Environment: Normal office setting with some travel to attend meetings.

Mobility: Incumbents require sufficient mobility to work in an office setting and operate office equipment.

Vision: Vision sufficient to read small print, computer screens and other printed documents.

GRADE:	N19	LAST UPDATE:	November 2012
FLSA Status:	Exempt	BARGAINING UNIT:	Non-represented