



CLASS SPECIFICATION FOR  
**Director of Finance**

---

**GENERAL STATEMENT OF DUTIES:** Plans, organizes and is responsible for the administration and operations of the Department of Finance; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a top-level professional and administrative position involving responsibility for and supervision of the operation of the Department of Finance, the Treasury and Accounting Divisions, Budget Office and Real Estate Assessment. The Treasury Division includes the License, Cashier, Personal Property, and Delinquent Tax Collection Sections. Work is performed under the general direction of the Deputy County Manager for Administration in accordance with the policies established by the Board of Supervisors. In addition, the incumbent exercises all of the powers conferred and performs all of the duties imposed by general laws on commissioners of revenue and treasurers. Supervision is exercised over the work of all sections of Finance.

**EXAMPLES OF WORK** (illustrative only):

- Coordinates the activities of the various divisions and sections of the Finance Department;
- Establishes broad guidelines to serve as standards of performance for the various divisions and sections in Finance, and reviews results through conferences with division heads, staff meetings and reports;
- Advises the Deputy County Manager and department heads on budgetary and other fiscal matters;
- Gives professional advice and assistance on difficult problems encountered by department and section heads;
- Prepares a wide variety of periodic and special financial and statistical reports;
- Interprets and presents financial/budgetary reports in a variety of public meetings;
- Exercises administrative control over the allocation of funds and the rate of expenditures in accord with the approved budget;
- Performs a wide variety of related professional and administrative duties;
- Designs long-term financial plans for capital improvement programs;
- Supervises the preparation of the County's Annual (Budget) Fiscal Plan;
- Oversees the investment of and accounting for all County funds including debt management;
- Works with the public in resolving, diplomatically, complaints regarding financial and tax matters;
- Performs related work as assigned.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Extensive knowledge of the principles and practices of accounting and budgeting (e.g., GAAP); extensive knowledge of general laws and administrative policies governing municipal financial practices and procedures; ability to supervise the development and installation of accounting systems and procedures; ability to prepare and to interpret financial reports; ability to plan, organize and direct the work of subordinate employees in the specialized fields of accounting, payroll administration, statistical reporting, tax assessment and collection, and investments; proven teamwork and teambuilding skills and the ability to establish and maintain harmonious working relationships within the Finance Department, with department heads, County staff, governmental officials, and the public; good professional and administrative judgment.

**MINIMUM EDUCATION AND EXPERIENCE:** Possession of a bachelor's degree in accounting, business, finance, public administration or a related field and ten (10) years of experience in finance administration (preferably in local government) with five (5) years of supervisory experience above the first-line supervisory level; OR, a master's degree in the aforementioned fields and nine (9) years of finance administration work experience, including five (5) years of supervisory experience above the first-line supervisory level; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.