



**TITLE:** Assistant City Manager / Finance Officer (ACM/FO)

**EMPLOYMENT STATUS:** Regular Full-time (40 hours per week); at-will, non-classified, exempt from overtime. This position will serve as the City Manager pro-tem at the direction of the City Manager or the Garibaldi City Council.

**GENERAL STATEMENT OF DUTIES:** Assists the City Manager by providing technical and managerial support for all levels of City functions, duties and tasks. This position is responsible for administration and oversight of all City financial activities and reports all relevant and requested financial information to the City Manager and the City Council. This position will be required to manage City employees, volunteers or contracted workers as directed by the City Manager. Serves as the administrative support staff for the City Manager. May serve as the City Manager pro-tem at the direction of the City Manager or the City Council.

**SUPERVISION RECEIVED:** Works under the direct supervision and direction of the City Manager, and occasionally may be required to work under the direction of the City Council. Performs duties as delegated by the City Manager. This position may be required to act in the role of City Manager pro-tem.

**SUPERVISION EXERCISED:** Supervision of other personnel is exercised when required, which may be self-directed when needed. May provide training and orientation to volunteers and employees on City policies and practices. May be asked to serve as the City Manager on a limited basis and would be required to provide general direction consistent with established policies and procedures.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

### 1. Essential Duties & Responsibilities:

The ACM/FO assists the City Manager in managerial operations of the City of Garibaldi and shall be responsible for administration of all City finances and financial reporting.

Responsibilities include management and leadership of all city departments as directed by the City Manager, or self-directed when needed. Specific functions include:

- a) Overseeing City revenue collection and expenditures related to governmental operations. Developing monthly accounting processes for revenues and expenditures consistent with GASB standards; producing financial reports and statements; projecting revenues and expenditures from financial data; and, reconciling bank statements with City financial records on monthly basis.
- b) Developing financial policies, procedures and practices for the City in conjunction with the City Manager and other City staff as necessary and directed. Examples include: expenditure tracking processes; inventory processes for materials, goods and supplies; employee and volunteer time tracking systems; and, various data collection systems for compliance with regulatory and financial reporting purposes.

c) Assisting the City Manager in the development of the City's municipal and urban renewal budgets and may be required to assist in the development of project or function-specific budgets, cost-benefit analysis, or other types of financial projection reports.

d) Working with citizens, community members, business owners, land developers and other individuals and parties to resolve various issues related to City services and regulatory processes. Ensures that these issues are tracked and resolved in a consistent and efficient manner across all City department and staff.

e) Assisting the City Manager in public record management. Overseeing record retention policies and practices, and evaluates the City's processes for generating, retaining and tracking all City records.

f) Attending City Council, Planning Commission, Budget Committee Urban Renewal, and Tourism Commission meetings, as well as other City meeting and functions, as required by the City Manager. The position will periodically serve as the City's chief administrative officer during these meeting and shall be responsible for providing the City's various boards and commissions with information relevant to their decision-making functions.

## 2. Other Position Functions:

The ACM/FO will have certain functions in addition to the position's essential duties and responsibilities. These functions are:

a) Working with City staff on operational safety policies and practices to ensure compliance with state and federal laws, as well as best-practice recommendations from the City's insurance provider.

b) Processing written complaints to the City regarding various issues. This may require complex investigative or issue-resolving actions and/or the management of complex constituent interaction. This function requires documentation of the initial complaint and investigation, as well as what action was taken by the City and the reasons for those actions.

c) Other duties and responsibilities comparable to the essential and other duties and responsibilities of this position, and as required or assigned.

## **MINIMUM QUALIFICATIONS**

### Education, Certification and Experience:

Five (5) years' management experience, with at least three (3) years' experience in the capacity of an operations manager, general manager, finance manager or similar position. In addition to managerial experience, this position requires (5) five years' experience with governmental accounting sufficient to perform the duties of Finance Officer. Prior experience with municipal utility and accounting software suites is preferable, and preference will be given to applicants with RVS and Centerpoint platform experience. A bachelor's degree in public administration, business administration, finance or a related field is preferred, and preference will be given to a bachelor's or master's degree in public administration or accounting. Each year of equivalent managerial experience beyond five years may substitute for each year of education reasonably required to attain a bachelor's or master's degree.

### Knowledge, Skills and Abilities:

This position requires any combination of knowledge, skills and abilities necessary to perform the duties and functions of the Assistant City Manager / Finance Officer as described in this job description, and, additionally: to have skills necessary for the use of computer software applications such as MS Word, Excel and Outlook; the ability to operate a cell phone; and the skills and knowledge necessary to read, write and understand English with such proficiency to ensure adequate production of reports, letters and other documentation. This position will be required to perform executive-level research for various and complex tasks and will be expected to produce reports and other documents related to this research. This position requires the ability to function efficiently, effectively and professionally in an administrative environment. Additionally, this position may be required to function in outdoor environments during inclement weather, attend various meetings during the day, evening and weekends, attend social events as a representative of the City, and to be periodically on call during the week for various reasons.

**COMPENSATION:** Salary range: \$65,000 to \$72,000 - DOE/Q; group medical, dental, and vision insurance coverage for employees and eligible dependents, VEBA, AD&D Insurance, Oregon PERS, AFLAC, paid vacation, sick leave and holidays, consistent with the City's established employment policies.

### **POSITION FUNCTIONAL REQUIREMENTS:**

- a) **Environment:** Normal office setting with some travel to attend meetings; required to travel to, and participate in, various social and community events. Periodically required to work in outdoor environments during inclement weather.
- b) **Mobility:** Required to maintain physical condition necessary for working in an administrative office environment, and to be able to perform duties associated with the Public Works Department, which will require standing, walking, lifting up to 20lbs, and safe operation of vehicles and equipment that does not require a CDL or other regulatory certification.
- c) **Vision:** Vision sufficient to read small print, computer screens and printed documents, drive and operate vehicles, and function in office and outdoor environments.