

RESOLUTION NO. 63-2024

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PACIFICA
APPROVING THE NEW CLASSIFICATION FOR FINANCE AND ADMINISTRATIVE
SERVICES DIRECTOR AND ADOPT THE NEW AND REVISED JOB DESCRIPTION AND
SALARY SCHEDULE INTO THE CLASSIFICATION PLAN**

WHEREAS, Article 4, Section 2-4.401 of the Pacifica Municipal Code establishes a civil service personnel system and procedures for the administration of personnel matters; and

WHEREAS, said Chapter requires that the City Manager, as Personnel Officer, prepare and recommend to the City Council a position classification plan, class specifications, and revisions thereto; and

WHEREAS, said Chapter requires that personnel rules and policies be adopted by resolution of the City Council; and

WHEREAS, the City Council approved the addition of the Finance & Administrative Services Director position to the FY 2024-25 Budget to increase the capacity of the Assistant City Manager by separating the Finance & Administrative Services Director and Assistant City Manager duties; and

WHEREAS, based on the job analysis by the independent consultant performing a citywide classification study, creating this new position specification of Finance/Administrative Services Director will improve the service delivery by the Finance Department; and the new classification is consistent with the organizational structure of other departments; and

WHEREAS, the salary range for the new classification was compared to the market median of the San Mateo County cities and internally aligned to the other executive classes in Pacifica;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pacifica, California, that the new Finance/Administrative Services Director classification is hereby approved to add to the City's Classification Plan and the Unrepresented Executive and Confidential Employees MOU, and the salary range for the position is established monthly as \$15,756 - \$19,152 for FY2024-25.

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PASSED AND ADOPTED at a regular meeting of the City Council of the City of Pacifica, California, held on the 8th day of July, 2024, by the following vote:

AYES, Councilmembers: *Beckmeyer, Bier, Bigstyk, Boles, Vaterlaus*

NOES, Councilmembers: *n/a*

ABSENT, Councilmembers: *n/a*

ABSTAIN, Councilmembers: *n/a*

Sue Vaterlaus

Sue Vaterlaus, Mayor

ATTEST:

Sarah Coffey

Sarah Coffey, City Clerk

APPROVED AS TO FORM:

Michelle Kenyon

For Michelle Kenyon, City Attorney

City of Pacifica

FINANCE AND ADMINISTRATIVE SERVICES DIRECTOR

DESCRIPTION:

DEFINITION

Performs a variety of complex administrative and professional work in planning, developing, directing, and organizing the various operations of the Finance and Administrative Services Department. This classification oversees and manages the City's Finance Department, serves as the City's Fiscal Officer and City Treasurer; directs and manages Citywide audits; and may manage other administrative functions as assigned by the City Manager, including Information Technology and Human Resources divisions; serves on a variety of multi-agency boards and committees; provides input on a variety of Citywide and organizational issues; and performs related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a full-time Department Director that requires highly advanced leadership, administrative, financial, analytical and technical skills. This classification oversees, directs, and participates in all activities of the Finance and Administrative Services Department, including short- and long-term planning as well as development and administration of departmental policies, procedures, and services. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities.

SUPERVISION RECEIVED AND EXERCISED

Receives broad policy direction from the City Manager. Exercises direction and supervision over management, professional, administrative and technical staff members.

ESSENTIAL FUNCTIONS - INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Plans, organizes, directs and manages the Finance Division, including general ledger, auditing, accounting, budgeting, investment, payroll, and purchasing.
2. Implements and enforces policies consistent with federal, state, and local regulations and industry best practices for assigned areas of responsibility.
3. Ensures City staff has resources and training to effectively use equipment and technology in furtherance of department and City goals.
4. Directs and manages the implementation and maintenance of software systems related to areas of responsibility.
5. Oversees and manages the fiscal year-end close process, the annual external audit, the City's operating budget, and the Annual Comprehensive Financial Report (ACFR).
6. Assists in the development of the Capital Improvement Plan.

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7. Reviews, evaluates and recommends improvements to the City's administrative and financial internal control systems and procedures and ensures reporting and audit compliance.
8. Develops and implements goals, objectives and priorities and prepares and/ or oversees the preparation of various long- and short-term financial statements, statistical reports and analysis requested by the city Manager or City Council.
9. Collaborates and provides costing of baseline costs, proposal costs, and the costs of tentative agreements for collective bargaining negotiations.
10. Invests and monitors the City's cash portfolio according to City Council policy; develops investment and withdrawal policy for consideration by the City Manager and the City Council; and develops cash flow forecasts to determine the funds available for long term investments.
11. Supervises, trains, evaluates, and provides work direction and coordination for Division staff; evaluates Division staffing arrangements, staffing levels, and work assignments, and makes necessary recommendations to the City Manager; sets performance standards for Division staff and evaluates performance, including professional growth and development goals; makes hiring and other personnel action recommendations and decisions.
12. Drafts and reviews staff agenda reports, attends public meetings to explain and promote city programs and policies, makes presentations to the City Council, Commissions, and other groups of a financial nature relating to the City's budget and financial forecast. May negotiate agreements for the Division with other public and private companies.
13. Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project awards.
14. Monitors legal, regulatory, technology, and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs, and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient, and economical manner.
15. May manage operations of Human Resources Division, including recruitment, benefits, professional development, labor relations, classification and compensation; and the Information Technology Division; including the implementation and maintenance of Enterprise Resource Planning (ERP) software; provides and maintain hardware and software; develops and maintains a secure network infrastructure; data; voice infrastructure, and telecommunications systems; manages City's website.

QUALIFICATIONS:

Knowledge of:

- Principles, methods, and practices of administration, personnel management, governmental accounting, municipal and governmental budgeting, auditing, grant accounting, purchasing, treasury management, and revenue administration.
- Principles, practices, and techniques of public human resources administration.
- Principles and practices of labor relations and collective bargaining in a public agency.
- Principles and practices of technology and communication systems administration.

EXHIBIT A

- Principles and practices of public agency technology and user support, technology selection and implementation
- Government investment policy, investment strategies, interest bearing instruments, and cash flow forecasting.
- Laws, statutes, ordinances, regulations, and requirements affecting municipal finance administration and investment of public funds, methods, and techniques for record keeping.
- Statistical analyses, technical report preparation, presentation methods and techniques, contract administration, and negotiation methods and procedures as applied to assigned work.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Modern office practices, methods, and equipment, including computer-based accounting systems and applicable software
- Quantitative and management analysis techniques to determine fiscal impacts.

Ability to:

- Develop and maintain up-to-date equitable and consistent programs and plans in all areas of responsibility.
- Develop and maintain efficient and effective City-wide technology and communication systems.
- Prepare and administer large and complex budgets.
- Communicate effectively, both orally and in writing.
- Use initiative, tact, prudence, and independent judgment within general policy and legal guidelines.
- Select, supervise, and motivate staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Analyze complex issues, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Effectively utilize computer applications and technology related to the work.
- Analyze and solve problems, prepare a variety of financial statements, reports, and analyses.
- Perform mathematical calculations quickly and accurately, read, interpret, and record data accurately, organize, prioritize, and follow-up on work assignments
- Analyze, balance, and reconcile financial data, ledgers, and accounts.
- Operate contemporary office equipment, including computer systems and associated software applications, including financial and accounting programs.
- Plan, organize, and direct the work of assigned staff and manage complex projects.
- Interact effectively with City staff, elected officials, and representatives of various public and private agencies.
- Establish and maintain effective working relationships with others.
- Understand, interpret, and apply Federal and State law, local regulations, and complex guidelines and procedures.

EXHIBIT A

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Seven (7) years of increasingly responsible management and/or administrative experience in finance, accounting, or a related field, including three (3) years of management or supervisory experience in accounting, finance or administrative services. preferably in a public agency, or government accounting firm.

Training:

Equivalent to a bachelor's degree in finance, economics, accounting, business administration, public administration, or a related field. A master's degree in business or a related field or Certified Public Accountant certification is desirable.

Licenses:

Possession of, or ability to obtain, prior to employment, a valid Class C Driver's license issued by the state of California.

ADDITIONAL INFORMATION:

WORKING CONDITIONS

Environmental Conditions:

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

Physical Conditions:

Ability to sit for long periods of time, stoop, kneel, crouch, reach, finger, grasp, write, and perform repetitive motions. Exerts up to 20 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects with the human body. Hearing and speaking ability sufficient to carry on a conversation with another individual (or groups of individuals) in person and over the telephone.

Visual ability sufficient to read and produce printed material and information displayed on a computer screen.

Last revised 7/2024