



Director, Financial Services EB

Position Number

12010

Approved: 7/1/24

<i>Position Title:</i>	Director, Financial Services EB		
<i>Department:</i>	Financial Services	<i>Division:</i>	Financial Services/Administration
<i>Reports to:</i>	City Manager		
<i>FLSA Status:</i>	Exempt		
<i>Bargaining Unit:</i>	none	<i>Pay Grade:</i>	42A
<i>Job Status:</i>	Contract, at-will	<i>Full Time Equivalent:</i>	1.00

Position Summary

The Director of Financial Services is a member of the City of Rio Rancho's senior management team and is responsible for managing the City's financial operations including but not limited to: budget and ICIP development, accounting and auditing, debt management, investment of funds, purchasing, contracts, grants, payroll, and motor vehicle operations. The Director will ensure quality customer service and fiscal accountability to the citizens of Rio Rancho through the integrity and validity of financial data and reporting, including compliance with all applicable regulations, by applying principles of public finance and accounting, and management. The Director will oversee and analyze policy, economic, and financial initiatives, provide various reports and presentations, and facilitate the efficient processing of Financial Services Department functions.

Education, Training and Experience – minimum required to proficiently perform the job

Education / higher education: Bachelor's Degree

For required college degrees, applicable field(s) of study: Business or public administration, economics, accounting or a directly related discipline

Minimum number of years of directly related experience: Seven years in public finance or accounting, budget preparation and administration, and investment management, with a minimum of three years in a supervisory capacity. Any combination of education from an accredited college or university in a related field and/or direct experience totaling eleven years (to include three years supervisory) may substitute for the required education and experience.

Education and/or experience preferences: Experience in a municipality, county, or government organization.

Certifications, Licenses and Registrations

Driver's License requirement: Infrequent Driver -- Regular Driver's License Required Endorsements: None

Note -- For any driver, driving record must always meet City driving and insurability standards.

Required certifications, licenses or registrations: none

Preferred certifications, licenses or registrations: CPA

Knowledge, Skills and Abilities required to proficiently perform the job

Knowledge: Advanced knowledge of budget development, knowledge and experience in public sector investment principles, public sector debt management, knowledge of fund accounting principles and standards, procurement principals and personnel management experience.

Skills: Must be able to type rapidly and accurately enough to successfully produce documents/spreadsheets, communicate via e-mail, or perform data entry as necessary to accomplish the essential functions of the position. Use of technology, equipment and software typically used in the office environment. Must have excellent verbal and written communication skills. Effective mediation skills. This job also requires excellent organizational and interpersonal skills. Computer proficiency with MS Office & Windows.

Abilities: Read, analyze, and interpret the most complex and sensitive documents, to include applicable public finance statutes and ordinances. Must have thorough knowledge of the principles of investments, economics, debt management, and GASB, IRS, MSRB, SEC and DFA regulations. Respond effectively to the most sensitive inquiries or complaints from regulatory agencies, customers, managers, and the general public. Write highly technical or legal reports, memoranda, and position papers for public dissemination using original or innovative techniques or style. Make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or Governing Body. Apply mathematical models to the City's fiscal operations and use word processing, spreadsheet and related math, budget, and accounting software. Apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. This job requires the ability to handle multiple projects and meet deadlines. Travel to all city locations as needed.

Interaction with Groups/Agencies/Entities: Internal: Works with other department directors and managers on interdepartmental issues and special projects that may have a significant impact on provision of city services. Responds to requests for information from members of the Governing Body and from the City Manager. Maintains harmonious, courteous, and

understanding relationships, while fostering a collaborative work environment. External: Works with members of the business community, regulatory agencies, and with community organizations to secure support for public programs and respond to problems and concerns in a timely manner. Presents a friendly, courteous image for the City to the general public, customers, and public officials.

Authorities and Accountabilities

Level of independent decision making: High--incumbent is expected to analyze complex situations and take appropriate action

Budgetary/Financial/Asset accountability: Moderate - Position is directly accountable to the City Manager.

Span of control: Responsibility for assigned Department

Position provides oversight and guidance across all City Departments with respect to Financial/Budgetary/Contractual matters.

For positions that supervise:

- Approximate number of employees directly supervised: 5
- Approximate number of employees indirectly supervised through subordinate managers/supervisors (excludes direct reports): 21 to 50

Essential Functions

The following functions are typical for this position. The omission of specific functions does not exclude them if the work is similar, related or a logical assignment for this position. Other duties may be required and assigned.

- Manages all of the City's financial operations in conformance with federal, state, and municipal rules and regulations and generally accepted accounting principles for municipal governments. Assists the City Manager with prioritizing the provision of City services.
- Develops, presents and implements, in conjunction with other departments, the City wide budget and infrastructure Capital Improvement Plan, keeping long term sustainability as a priority. Responsible for reporting to the Governing Body on all department activity.
- Invests public funds in a manner that will meet the City's investment goals. Establish investment strategy based on City goals, sound public investment principles, and market conditions.
- Ensure adequate cash flow to meet City operational needs, including vendor payments, debt payments, and payroll.
- Leads department staff in carrying out the mission of the City and the department.
- Provides direction on work process improvements and special projects to improve financial operations.
- Serves as a member of the management team for labor-management negotiations.
- Develops positive departmental, interdepartmental, Governing Body, community, union and intergovernmental relations by working collaboratively and participating in community and professional organizations/activities when appropriate. Represents the City's interests on local, state, and national boards and committees.
- Oversees the bond issuance process, addresses all bond related matters and provides fiscal service to the Boards; ensures compliance with IRS, Municipal Securities Rulemaking Board ("MSRB") and SEC requirements governing the issuance of public debt.
- Establishes, implements, and monitors accounting standards for City government.
- Provides policy, financial and economic research for City Administration and Governing Body.
- Serves on certain Special Districts Boards, including PIDS and TIDS, and provides fiscal services to the Boards.
- Advises the City Manager, Mayor, and City Council on decisions involving fiscal operations and priorities through clear and succinct written and oral presentations, Agenda Briefing Memorandums (ABMs), presentations to the Governing Body, emails and internal reports.
- Manages the daily administrative and technical operations of the department and the deployment of resources to projects in a fiscally responsible manner.
- Develops the department's operational and strategic plans to include measurable goals and objectives for approval by the City Manager.
- Develops and implements strategies to maintain department productivity and employee morale.
- Develops and implements strategies to ensure quality service to internal and external customers including departments, citizens, contractors, vendors, and government agencies and addresses customer service issues in a timely and responsible manner.
- Build relationships of trust through character, competence and extending trust to employees. Clarifies purpose of department goals through effective communication with employees.
- Evaluates departmental productivity and employee performance and initiates strategies for improvement, as required. Manage problems, concerns and performance of employees in area of responsibility.

- Hire, coach, support, train and develop individuals within area of responsibility. Determines professional development needs for department personnel and provides training and educational opportunities for growth and development.
- Develops partnerships with other government agencies, local businesses, and community organizations to improve services to the community.
- Ensures that the City's human resources policies and procedures are understood and followed throughout the department and personnel issues are addressed in a timely manner.

Physical Requirements and Working Conditions

Daily activity level: Primarily sedentary

Physical characteristics: Job requires oral and aural communication; Job requires reading and comprehension of written materials; Job requires normal vision; Must be able to distinguish colors; Fine finger manipulation; Grasping with hand, gripping; Keystroking or repetitive motion of hands/fingers/arms; Lifting/carrying/push/pull up to 20 lbs. Position is FLSA exempt and employee works as necessary to accomplish the Essential Functions of the job.

Exposures: None

Extraordinary working conditions: Sitting for prolonged periods of time

Hazardous equipment/machinery used: None

Required personal protective equipment: None

Approvals and Acknowledgement



Approved by Loyola Martinez, Director Human Resources

Date: 7/1/24

Employee Acknowledgement: I certify by my signature below that I am able to perform the essential functions of this position with or without a reasonable accommodation.

Candidate/Employee name

Date: _____