



TRANSMITTAL MEMORANDUM

TO: The Honorable Mayor and City Council

FROM: Karl R. Amylon, City Manager

DATE: August 13, 2020

RE: **Authorizing Revision of the Job Description for the Position of City Finance Director**

By report dated July 8, 2020, my office advised the City Council of Finance Director Bob Newell's intent to retire November 30, 2020. At its meeting of August 6, 2020, the City Council convened in executive session to discuss a potential offer of employment to Michelle Johansen to serve as City Finance Director. The motion detailed below is the result of the direction my office received at the August 6, 2020 executive session. Once the City Council revises the License or Certificate prerequisites of the job description from *"Possession of a Certified Public Accountant is required"* to *"Possession of a Certified Public Accountant or a Certified Public Financial Officer Designation desirable,"* my office will be able to discuss an offer of employment with Ms. Johansen to serve as Finance Director.

A motion has been prepared for City Council consideration.

RECOMMENDATION

It is recommended the City Council adopt the motion authorizing the City Manager to revise the job description for the position of Finance Director by modifying the License or Certificate prerequisites from "Possession of a Certified Public Accountant is required" to "Possession of a Certified Public Accountant or a Certified Public Financial Officer Designation desirable."

Recommended Motion: I move the City Council authorize the City Manager to revise the job description for the position of Finance Director by modifying the License or Certificate prerequisites from "Possession of a Certified Public Accountant is required" to "Possession of a Certified Public Accountant or a Certified Public Financial Officer Designation desirable."

FINANCE DIRECTOR

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DESCRIPTION

Under general administrative direction, coordinates, supervises and administers the promotion, planning, implementation and evaluation of the delivery of all Finance Department services including the provision of customer service functions at City Hall and for the Ketchikan Public Utilities; oversees and monitors the financial condition of the City and its departments; serves as City Treasurer and chief financial officer for the City of Ketchikan.

The goal of the City of Ketchikan/Ketchikan Public Utilities is to provide quality municipal services as efficiently and effectively as possible within guidelines established by federal and state law, Charter of the City of Ketchikan, Ketchikan Municipal Code and the citizens of Ketchikan as represented by the City Council. The Finance Director administers the department's operating budget. As chief financial officer of the City for both Utility and General government, has administrative and fiduciary responsibility for debt service, all cash disbursements and receipts, investment or disbursement of funds, and staff management including customer service functions. The Finance Director ensures implementation of City Council policies and direction by planning, implementing and evaluating department activities, programs and facilities. This includes receipt, investment, disbursement and accounting for all City tax, utility and other service revenues, grant funds, and federal and state revenue sharing funds, risk management, payroll and data processing.

The Finance Director must perform these duties in a manner that reflects positively on the City and the department, and is responsible for maintaining a level of professional expertise and image that promotes efficient use of the resources available to the department.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assumes full management responsibility for all Finance Department services and activities including KPU customer service, Accounting and Office Services & Billing.
2. Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures; monitors progress toward goals.
3. Establishes, within City policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
4. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
5. Plans, directs, and coordinates, through subordinate level staff, the Finance Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements progressive discipline and termination procedures.

CITY OF KETCHIKAN
Finance Director (*Continued*)

7. Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implement budgetary adjustments as appropriate and necessary.
8. Reviews and develops investment policies for the investment of the City's funds, operating reserves, bond reserves, and bond construction funds; manages investment program in accordance with guidelines.
9. Conducts technical review of the City's comprehensive annual financial report; drafts letters of transmittal, management discussion and analysis; oversees the annual audit function and serves as the primary liaison between City management and the auditor.
10. Serves as the Finance Department's technical advisor for financial, budgeting, and accounting matters; advises City Council, City management, and department heads on financial, budgeting, and administrative matters; provides administrative support in the absence of other department heads.
11. Performs debt management functions; sizes debt, develops financing plan, assists in the preparation of legal documents and marketing of City bonds.
12. Prepares annual budgets and capital improvement programs for the City and KPU in conjunction with the office of the City Manager/KPU General Manager and the City Council; reviews and develops options for addressing financial concerns.
13. Assists City Manager/KPU General Manager with complex financial issues.
14. Manages the City's employee benefits programs; designs benefits, places coverage, and negotiates with providers and brokers.
15. Designs and places the City's risk management program; reviews insurance coverage and determines the appropriate level of coverage for the City.
16. Develops systems used for financial reporting and budgeting.
17. Assists the Human Resources Manager in the financial management of the compensation plan and grading of classifications.
18. Promotes departmental and Citywide functions, programs and activities to continually improve public knowledge, understanding, confidence and support on behalf of the City Manager/KPU General Manager and City Council.
19. Provides staff assistance to the City Manager/KPU General Manager; prepares and presents staff reports and other necessary correspondence.
20. Represents the Finance Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
21. Explains, justifies, and defends departmental and City programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
22. Participates on a variety of boards, commissions, and committees.
23. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the financial field; incorporates new developments as appropriate.

CITY OF KETCHIKAN
Finance Director (Continued)

24. Responds to and resolves difficult and sensitive citizen inquiries and complaints; arbitrates customer service billing issues.
25. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Operations, services, and activities of a comprehensive finance department.
Principles of supervision, training, performance evaluation and progressive discipline.
Advanced principles and practices of finance and accounting.
Advanced principles and practices of program development and administration.
Generally accepted governmental accounting principles.
Principles and practices of municipal budget preparation and administration.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Pertinent federal, state, and local laws, codes, and regulations.
Insurance and risk management practices.
Public financial administration.
Investment practices.
Employee benefit programs.
Local government systems and procedures.

Ability to:

Manage and direct a comprehensive finance department.
Develop and administer departmental goals, objectives, and procedures.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Plan and organize work to meet changing priorities and deadlines.
Identify and respond to sensitive and rapidly changing community and organizational issues, concerns, and needs.
Plan, organize, direct, and coordinate the work of lower level staff.
Delegate authority and responsibility.
Select, supervise, train, and evaluate staff and implement progressive discipline when necessary.
Prepare clear and concise administrative and financial reports.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Research, analyze, and evaluate new service delivery methods and techniques.
Prepare and administer large and complex budgets.
Understand and follow oral and written instructions.
Interpret and apply applicable federal, state, and local policies, laws, and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in accounting, business law, economics, municipal finance, or a related field.

Experience:

Ten years of increasingly responsible accounting or finance experience including three years of management and administrative responsibility.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid driver's license.

Possession of a Certified Public Accountant is required.

PHYSICAL DEMANDS and WORKING ENVIRONMENT

The conditions 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 the essential job functions.

Environment: Work is performed primarily in a standard office setting with some travel to attend meetings; extensive interaction with other municipal employees, the general public, other government agencies or individuals, and groups doing business with the City.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to travel to attend meetings; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Grade: 7-84

Union: No

FLSA: Exempt

Date Approved: April 1, 1990

Date Amended: Dec. 27, 2005

Date Amended: June, 2007 (*Johnson & Associates*)

Date Reviewed: August 2018

Human Resources Manager Approval

City Manager Approval

FINANCE DIRECTOR

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CITY OF KETCHIKAN
Finance Director

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CITY OF KETCHIKAN
Finance Director

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