



City of Parma Heights Position Description

Position Title:	Finance / Human Resources Director		
Department:	Finance		
Civil Service:	Unclassified	Exempt / Non-Exempt:	Exempt
		Exempt Category:	Executive

General Purpose for Job:

1. Serve as the City's fiscal officer, financial advisor and custodian of public funds and investments;
2. Provide administrative direction to the Finance Department;
3. Ensure City-wide compliance with employment laws, policies and labor contracts

Supervises:**

- Tax Administrator, Personnel/Prosecutor Assistant, Payroll/Personnel Coordinator

** In addition to providing direct supervision to these positions, the Finance Director manages (through fist- line supervisors and work coordinators) all staff assigned to the Finance Department.

DUTY GROUP

Department Administration

- Serves as custodian of city funds
 - Invests and deposits funds to insure maximum interest income while maintaining minimum risk of loss
- Establish Department's short and long-term goals and objectives, conferring with the Mayor, other City officials and administrators, and/or staff as necessary
- Develop and implement department programs and services necessary and/or desirable to the City's residents
- Direct the operations and personnel of the Finance department
- Oversee the preparation and analysis of financial reporting, City's annual budget, tax appropriations
- Interpret and ensure adherence to applicable accounting regulations and procedures
- Develop and administer the annual budget for the department
- Evaluate and recommend the purchase of equipment and supplies
- Develop, implement and oversee adherence to City and department policies and procedures
- Determine staffing requirements and ensure supervisors adhere to City and department guidelines for personnel processes
- Provide leadership and guidance to staff
- Ensure employees receive sufficient orientation and training

- Establish guidelines for and ensure maintenance of comprehensive and current record keeping systems for both activities and operational procedures
- Work cooperatively with other City departments to meet goals, support the department mission, and serve the City
- Conduct and/or attend meetings as needed or required
- Process, analyze and summarize information in order to prepare reports, correspondence on behalf of the Mayor, etc.
- Respond to emergencies and special requests

City -Wide Administrative Oversight of Human Resources

- Oversee personnel assigned to these functions, conferring and providing direction on policy, procedure and practice
- Human Resources:
 - Review Human Resources processes to ensure compliance with federal, state and local laws and City policies, procedures and collective bargaining agreements
 - Participates on the City's labor negotiation team
 - Provide data for labor contract negotiations and participates in negotiations, as needed
 - Evaluate, negotiate with and select vendors for employee benefit programs
 - Meet with employees and supervisors requesting assistance beyond or in addition to that which can be obtained from the Personnel Coordinator (e.g., clarification of employment policies)
 - Keep Mayor informed of current and significant staff issues

Personnel Management

- Review application materials; select interviewees and personally conduct interviews as needed. Otherwise, review and approve candidates recommended by supervisors
- Schedule employees for work and assign tasks
- Interpret and adhere to City policies while managing employees
- Monitor employee progress and compliance with departmental and city-wide policies and procedures
- Review employee record of time worked to verify accuracy. Maintain files of employee documentation including requests for leave and copies of employee time reports, disciplinary actions and performance evaluations
- Evaluate employee performance; confer with supervisors and work coordinators regarding individual employee performance
- Counsel employees regarding performance issues
- Investigate and recommend discipline in response to employee misconduct
- Approve leave requests and authorize overtime
- Ensure effective communication of information to all employees

Miscellaneous

- Compile data as requested by the Mayor (e.g., cash flow projections and analyses)
- Draft and/or review City policies as needed

- Attend and actively participate in meetings as required (e.g., department managers' meetings, City Council meetings)
- Maintain and increase knowledge and skill through attendance at meetings, conferences, training seminars and in-service training sessions

MINIMUM EDUCATION AND EXPERIENCE

Education: Bachelor's degree in Accounting or Finance. MBA, CPA or significant additional experience

Experience: Eight years' work experience performing government accounting and/or auditing or managing the financial operations of an organization. Public sector finance experience is highly desirable.

A different combination of education and experience may be acceptable if deemed equivalent.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- City Personnel Policies*
- Generally accepted accounting principles (G-A—AP)
- Public finance
- State auditing requirements
- Investment and cash management policies and procedures
- Financial recordkeeping requirements
- State and federal purchasing regulations
- State and federal employment laws
- Relevant provisions of the Ohio Revised Code
- Local ordinances
- Budget development and administration
- Human resources and labor contract administration
- Computer and network hardware and software
- Business and management principles involved in strategic planning, budget development, resource allocation and supervision
- Principles and practices for staff recruitment, selection, training and evaluation
- Standard office equipment including computers and related software
- Department, division and City policies and operating procedures*

Skill and Ability to:

- Manage the activities and personnel of multiple departments
- Allocate funds based upon availability and department need
- Direct, motivate and develop people as they work
- Develop and maintain effective working relationships with supervisor, co-workers and customers
- Communicate effectively with others both verbally and in writing

- Interpret and apply laws, regulations and policies
- Persuade, negotiate and resolve conflicts
- Use logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems
- Understand the implications of new information for both current and future problem -solving and decision -making
- Evaluate department success and employee performance against established standards; enacting changes as needed
- Work within budgetary, procedural and/or policy guidelines and constraints
- Prepare accurate and concise reports

License or Certification Required:

Physical Demands:

- Occasional bending, standing, walking, climbing stairs, stooping, working in an awkward or confined position, lifting or pushing light to heavy weight (2-20+ pounds)

Scheduling Demands and Constraints:

- The Finance Director is required to work during the regular daytime hours of operation for the department and be available in the evenings and on weekends to attend meetings and handle emergencies.