

CHAPTER 19

DIRECTOR OF FINANCE

19.01 Appointment
19.02 Compensation
19.03 Job Duties of Director of Finance
19.04 Immediate Supervisor

19.05 Required Knowledge, Skills and Abilities
19.06 Acceptable Minimum Experience and Training
19.07 Prepare and Monitor Budget

19.01 APPOINTMENT. The Director of Finance is to be appointed by a majority vote of the Council, shall hold office at the pleasure of the Council and shall be subject to removal by majority vote of the Council.

19.02 COMPENSATION. The Director of Finance shall receive such annual salary as the Council shall from time to time determine by resolution, and payment shall be made biweekly from the treasury of the City in the manner provided for paying other officers and employees.

19.03 JOB DUTIES OF THE DIRECTOR OF FINANCE. In addition to the foregoing, the Director of Finance shall satisfactorily perform the duties as directed by the Council and as required by law, including, but not limited to, the following:

1. Will act on behalf of City as Director of Finance and Treasurer.
2. Prepares and submits the annual operating budget, including any necessary tax levies, to the State in a timely manner and in the proper format.
3. Develops financial management plans and strategies for consideration and approval of the Council.
4. Prepares/files Road Use Report, Annual Financial Report, TIF Report and Debt Obligation Report.
5. Implements the approved budget.
6. Regularly apprises the Council of the City's financial condition, and of future funding needs.
7. Oversees payroll, maintains personnel records and files payroll reports and tax records.
8. Develops and oversees the City ordinances and resolutions.
9. Attends required training sessions applicable to job requirements.

10. Attends various seminars and conferences to maintain awareness and keep abreast of changes in municipal/public administration functions, responsibilities and trends.
11. Administers the City's personnel program in compliance with all local, State and Federal employment policies, laws and regulations, including personnel policies and civil service requirements.
12. Initiates policy recommendations for consideration by the Council and responds to requests from the Council and the public for research or recommendations on City policy issues.
13. Responds to complaints, questions and other concerns from the public.
14. Participates in the collective bargaining process and administers any resulting collective bargaining agreements.
15. Makes recommendations regarding financing of all City projects.
16. Researches and applies for grants that could benefit financing of projects for the City.
17. Invests City funds.
18. Prepares monthly financial reports to the City Council.
19. Executes and supervises contracts on behalf of the City.
20. Codes cash receipts and enters on computer.
21. Oversees the City Hall computer system.
22. Cross-trains City Clerk on City financial procedures.
23. Prepares a manual on financial procedures required for the City.
24. Signatory on Accounts Payable and Payroll checks.
25. Attends City Council meetings to apprise Council on financial matters of agenda.

19.04 IMMEDIATE SUPERVISOR. The immediate supervisor of the Director of Finance is the Mayor, through the City Council.

19.05 REQUIRED KNOWLEDGE, SKILLS AND ABILITIES. The Director of Finance shall be required to have knowledge of accounting, budgeting, public relations and an ability to assume authority and to perform fiscal planning and form fiscal policy. The Director of Finance shall also have the ability to do original research and make sound financial analysis relating to City policy and the Code of Iowa and to prepare and submit written and oral

reports and recommendations; and to establish and maintain effective and trustworthy working relationships with public officials, City employees and the general public.

19.06 ACCEPTABLE MINIMUM EXPERIENCE AND TRAINING.

The Director of Finance shall be a graduate of a college with a four year business management degree including general accounting courses, or five years municipal finance administration experience, of which three years supervisory experience is required.

19.07 PREPARE AND MONITOR BUDGET. The Director of Finance shall prepare the City Budget and Annual Report with the cooperation of and under the direction of the Mayor and the City Council, after analyzing the needs of each department against the resources of the City. The Director of Finance shall also monitor and administer the budget and its accounting system after conferring with the various department heads concerning the solution of financial management and other policy problems.

(Ch. 19 – Ord. 841 – Apr. 11 Supp.)

o o o o o o o o o o