City of Claremont, New Hampshire
Position Description

Position Title:	Finance Director	**Union/Merit:**	Merit
Reports to:	City Manager	**Grade Level-Points:**	12 - 917
Department:	Finance	**Revised/Updated:**	04/10/05
FLSA Status:	Exempt		

Job Summary

Under administrative direction of the City Manager to direct and administer activities, programs and policies in the areas of Personnel, Payroll, Finance, Budget, Labor Relations, Maintenance and Information Services. Acts as City Manager in his/her absence and serves as advisor and consultant to the City Manager and other Department Directors. This position is designated as management for Labor Relations purposes and is considered exempt under FLSA.

This single position class serves as the administrator of the City Finance and Personnel operations. The incumbent is expected to act with a high degree of independence of action. Direction received consists of assignment of responsibility to obtain objectives in accordance with policy guidelines.

Essential Job Functions (Except as specifically noted, the following functions are considered essential to this position. The listed examples may not include all duties found in this class)

1. Works under the broad supervision of the City Manager who establishes long-range goals and objectives. Works independently on day-to-day activities; confers with the City Manager on policy review questions or to brief him or her on progress regarding various projects or programs.
2. Directs the operations of the department in order to insure the efficient and effective accomplishment of objectives.

3. Supervises and directs the work of the department staff; assigns work, monitors and evaluates performance; provides training and staff development; makes hiring recommendations to the City Manager; schedules and monitors workload of staff to insure timely completion of assigned projects.

4. Plans and implements department goals, objectives, and strategies, based upon the needs of the City as expressed by the City Manager goals and policies.

5. Consults with the City Manager on all policy matters; keeps Manager informed on key issues and progress toward objectives and to gain support and approval; makes recommendations to assist management in making needed improvements.

6. Conducts regular staff meetings to review progress, accomplishments, budgets, strategies, and plans for each department.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The use of an 8 hour day is to show the typical condition requirements for sitting walking and standing and should not be construed that all jobs are 8 hours.

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7. Prepares and presents agenda items on behalf of the department at City Council meetings.
8. Oversees the Finance Department which encompasses budget, payroll, accounts receivable, accounts payable and customer services;
9. Oversees the Personnel Office which encompasses recruitment, testing, selection, affirmative action and records management;
10. Oversees the Maintenance Department which encompasses general building and ground maintenance, custodial duties, purchasing of supplies, maintenance and operation of a variety of equipment to maintain city buildings.
11. Oversees the Information Technology Department which encompasses the planning, implementation and support of information technology projects throughout the City;
12. Develops, monitors, supervises and participates in the central accounting activity, including the preparation of various financial reports and monitoring of annual audit.
13. Plans, directs and participates in the audit of all financial transactions and expenditure of appropriated funds; enforces compliance with standard accounting systems and fiscal procedures;
14. Oversees compliance of purchasing policies in accordance with the City's purchasing ordinance, policies and guidelines and consistent with the requester's specifications. Serves as the primary resource to all service area staff regarding all aspects of the purchasing process; advising on purchasing policies and processes;
15. Acts as liaison with employee organizations and Chief Negotiator in labor relations matters; develops and implements labor relations objectives and strategies with City Manager and City Council;
16. Oversees benefits administration including merit pay, evaluation systems, special programs, health, dental, life and disability insurance, worker's compensation and retirement and other risk management activities;
17. Conducts research and develops recommendations on City-wide work methods, operation policy and procedures, programs, services and other administrative issues.
18. Acts as the City Manager in his/her absence;
19. Prepare and present reports to the City Council and other legislative boards relative to areas of responsibility;
20. Recommends the appointment of personnel, provides or coordinates staff training, works with employees to correct deficiencies, implements discipline procedures.
21. Provides highly responsible administrative staff assistance including conducting specific and comprehensive analysis of a wide range of municipal policies involving organization, procedures, finance and services;
22. Manage, supervise, train and evaluate assigned staff;

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23. Performs related duties as assigned.

Peripheral Duties

Attend council meetings as requested.
Perform the duties of subordinate personnel as needed.
Analyze and recommend improvements to equipment and facilities, as needed.
Participate in various committees.

Desired Minimum Qualifications

Education and Experience:

Possession of a Bachelor's degree from an accredited college or university with major coursework in business administration, public administration or related field plus a minimum of five (5) years of experience in public sector personnel administration with a minimum of three (3) years of supervisory responsibility or any combination thereof that demonstrates the skills and ability needed for the position.

Necessary Knowledge, Skills and Abilities:

Knowledge of:

- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs
- Advanced principles, practices and techniques of public program administration and personnel management Thorough knowledge of the principles and techniques of budget development and administration
- Thorough knowledge of the principles of supervision, training and performance evaluation
- Extensive knowledge to supervise, train and evaluate personnel
- Extensive knowledge in preparing and administering a budget
- Thorough knowledge of pertinent Federal, State and local laws, codes and regulations
- Thorough knowledge of research methods and sources of information related to a broad range of municipal programs, services and administration
- Knowledge of modern office procedures, methods and computer equipment
- Thorough knowledge of applicable laws, ordinances, and department rules and regulations.

Ability to:

- Administer a variety of City-wide programs and administrative and budgetary activities

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- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendation in support of goals
- Interpret and apply Federal, State and local policies, procedures, laws and regulations
- Effectively and fairly negotiate appropriate solutions and contracts
- Prepare clear and concise reports and develop appropriate recommendations, prepare speeches, articles and letters for publication
- Demonstrated ability to communicate both orally and in writing.
- Maintain electronic and written records and prepare reports and to document any and all information pertaining to the activities and responsibilities of the position.
- Make accurate arithmetic calculations.
- Maintain effective working relationships with department heads, employees, City Council and the public and to deal with service problems courteously and tactfully.

Skill in:

- Skill in the use of the tools and equipment listed below.

Supervision Received

Works under the broad policy guidance and direction of the City Manager. The duties and responsibilities of this position are also governed by an extensive set of statutes, policies, rules and regulations, as amended on an ongoing basis.

Supervision Exercised

Supervision is exercised over a number of subordinates.

Responsibility for Public Contact

Daily contact requiring courtesy, discretion, and sound judgment.

Licensing & Certification

Must maintain any required approvals and designations as required.
Must maintain a valid motor vehicle operator's license.

Tools & Equipment Used

Personal computer including Microsoft Office software, accounting software, motor vehicle, telephone, typewriter, calculator, copy machine, and fax machine etc

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Typical Work Surface(s): Standard office desk and chair; tables; computer work station, wood, tile, cement and carpeted floors.

Typical Controls & Equipment: Calculator, computer, printers, telephone, typewriter, copy machine, fax machine, postage machine, folder/inserter, computer mouse.

Typical Work Environment: Inside: 95% Outside: 5%

Summary of Occupational Exposures: May be exposed to cleaning fluids, copier toner, etc.

The incumbent's working conditions are typically quiet.

Physical Activity Requirements

Primary Physical Requirements

LIFT up to 10 lbs.:	Frequently required
LIFT 11 to 25 lbs.:	Occasionally required
LIFT 26 to 50 lbs.:	Rarely required
LIFT over 50 lbs.:	Not required
CARRY up to 10 lbs.:	Occasionally required
CARRY 11 to 25 lbs.:	Occasionally required
CARRY 26 to 50 lbs.:	Occasionally required
CARRY over 50 lbs.:	Rarely required
REACH above shoulder height:	Occasionally required
REACH at shoulder height:	Occasionally required
REACH below shoulder height:	Occasionally required
PUSH/PULL:	Occasionally required

Other Physical Considerations

Twisting:	Occasionally required
Bending:	Occasionally required
Crawling:	Rarely required
Squatting:	Occasionally required
Kneeling:	Occasionally required
Crouching:	Occasionally required
Climbing:	Rarely required
Balancing:	Rarely required
Grasping:	Frequently required
Handling:	Frequently required
Torquing:	Occasionally required
Fingering:	Frequently required

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During an 8-hour Day, Employee is Typically Required To:

	Consecutive Hours	Total Hours
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive and Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for taking instructions and information.
Sight:	Necessary for performing job effectively and correctly.
Tasting & Smelling:	Not required for the performance of the functions of this position.

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