



Position Description

Assistant City Administrator/Finance Director

Department: Administration

Reports To: City Administrator

Pay Range: \$89,024.00-\$118,705.60

FLSA: Exempt

Purpose of Position

Under general administrative direction of the City Administrator. The Assistant City Administrator/Finance Director serves in a multifaceted role, supports the City Administrator in daily operations, assisting with policy development, strategic planning, and management of City resources. The position acts as the City's Finance Director, managing all financial operations of the City. Supervises office staff, including training and evaluation of subordinates. In the absence of the City Administrator, fulfills the duties of chief administrative official. Performs other duties as required.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Oversees the administration of all financial operations, including budget preparation, financial reports, payroll, tax payments, and treasury management. Plans, organizes and supervises the operations of the Finance Department, including disbursement and accounting of municipal funds, billing, and preparation of monthly, quarterly and annual reports; supervises staff assisting with these duties.
- Responsible for the preparation and submittal of the City's annual budget/amendments, and state required reports (Annual Budget, TIF Certifications/Reports, Street Finance Report, etc.)
- Works with Municipal Advisor and Bond Counsel on the City's bonds and other financing measures for the City. Ensures all records and filings are completed and updated annually as required.
- Performs duties of City Treasurer as specified in the Code of Iowa and the Nevada Code of Ordinances; is one who prepares daily bank deposits by coding and preparing receipts and deposit slips accurately; maintains the general ledger and accounts payable records in a current, accurate manner; reconciles all bank statements and utility billings on a monthly basis; regularly prepares listing of all bills to be paid for Council approval; prepares checks for signatures as needed; and maintains current records as to customers who have paid utility deposits.
- Assists with the preparation of the budget in cooperation with the City Administrator and Department Heads, including filing it online and with the County Auditor when required.
- Reviews department budget requests for accuracy and justification of resource allocation and expenditures. Monitors the ongoing administration of the budget and reports to the City Administrator and Council as needed.
- Prepares the monthly and annual financial reports for the City Administrator and Council including all required yearly reports such as the Annual Financial Report, Street Finance Report, Budget Amendment, Annual Urban Renewal Report, TIF Certification, Sales Tax, etc.
- Performs fiscal and trend analysis, revenue forecasting, debt service planning, capital budgeting and planning and related financial management tasks in conjunction with the City's Financial Advisor and City Administrator.

- Assists with the annual audit and works directly with the auditing firm conducting the annual audit for the City.
- Plans, schedules, and assigns work activities and job duties to office staff, and promotes a positive work environment for employees and the public being served. Trains and supervises clerical and secretarial staff to provide needed office and accounting services to the City. Audits and reviews the work performed by office staff to assure its accuracy, timeliness, and compliance with governmental requirements.
- Ensures that directives and approved operational policies of the City are enforced, executed, or delegated for compliance. Addresses and, if possible, resolves City Clerk employee grievances in accordance with the established grievance procedure.
- Identifies and pursues grants for the City and its entities.
- Assures that payroll (bi-weekly, semi-monthly and monthly) and all associated reports are processed in a timely manner.
- Administers TIF and Urban Revitalization.
- Maintains current computer system including, but not limited to, backing up files regularly, administering preventive maintenance techniques, keeping inventory of needed supplies and staying up-to-date with new software releases and upgrades.
- Assists the City Administrator and City Clerk in administering the City's benefit package to provide affordable coverage for employees.
- Assists with Union negotiations.
- Assists the City Administrator and City Clerk in the preparation and maintenance of the Personnel Policy Manual.
- Advises the City Administrator of any departmental needs or concerns; including those related to personnel.
- Performs many duties involving confidential data; responsible for informing all staff of legal and ethical issues involved with the use of confidential data.

Additional Tasks and Responsibilities

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

- Represents the City on various regional boards and commissions as directed by the City Administrator.
- Attends workshops and seminars as approved to further develop knowledge, skills, and abilities to maintain, enhance, or achieve certification in various areas of expertise.
- Plans, formulates, and recommends short- and long-range maintenance and capital improvement programs that will improve departmental effectiveness, efficiency and environment.
- Knowledge and experience of supervision including motivation, communication, leadership performance coaching and evaluating staff.
- Recommends and assists with establishing City policies and guidelines for various municipal programs.
- Answers phones and greets persons as necessary.
- Supervises and assists with the maintenance and updating of a variety of reports, files, and records.
- Performs other duties or assumes other responsibilities as apparent or assigned.

Minimum Education or Experience Required

Four to five years related experience and/or training or bachelor's degree from a four-year college or university; or equivalent combination of education and experience. Degree majoring in accounting, business, public administration or related field.

Preferred Education or Experience Required

Five to six years related experience and/or training or bachelor's degree from a four-year college or university and one to two years related experience and/or training; or equivalent combination of education and experience. Bachelor's degree majoring in accounting, business, public administration or related field.

Other Requirements – Certificates/Licensures

- Bondable and eligible for coverage under the City's liability insurance.
- At least three years' experience in a municipal administrative supervisory role or similar experience managing personnel.
- At least two years' experience working with Tax Increment Financing and development agreements.
- Certified Finance Officer or City Clerk through IMFOA, IIMC, or GFOA or experience as a City Administrator/Manager and member of IaCMA/IMMI

Knowledge, Skills, Abilities

- Ability to follow written, verbal, or diagrammatic instructions with several concrete variables.
- Ability to perform arithmetic calculations involving fractions, decimals, and percentages. Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to exercise independent judgment and to use resourcefulness in solving problems.
- Ability to report, write, or edit articles for publication; ability to prepare deeds, contracts, resolutions, or ordinances; ability to have substantial contact with people; ability to evaluate technical data.
- Knowledge of the organization, functions and problems of municipal government; knowledge of the principles and methods of public administration and public finance including taxation and revenue management; knowledge of the principles and practices of accounting.
- Ability to utilize computers for financial and word processing functions, and applicable software applications such as Caselle, Wordpress, Canva, and Microsoft Office
- Comprehensive knowledge of the principles, practices, liabilities, and methods of staff supervision and direction.
- Ability to maintain confidentiality in the performance of duties.
- Considerable knowledge of municipal, County, State and federal community-related statutes.
- Ability to develop policies, plans, and procedures.
- Ability to establish and maintain effective working relationships with the City Administrator, co-workers, elected officials, the press, and the general public.
- Ability to utilize a variety of advisory and design data and information such as meeting agendas, meeting minutes, public notices, bid documents, contracts, sales tax reports, billing statements, bank statements, deeds, easements, financial reports, purchase orders, accounting methods, license applications, employment forms, payroll reports, personnel policies/manuals, City code, ordinances, resolutions, state statutes, computer software operating manual, non-routine correspondence, and inventory reports.
- Ability to work with multiple and concurrent deadlines under pressure.
- Ability to pass drug screening.
- Ability to reliably and predictably carry out duties.

Equipment and Materials Used

Network computer, personal computer, computer printer, general office equipment, typewriter, calculator, dictionary, personnel policy manual, Code of Iowa, Federal Register, telephone, mobile radio, fax machine, and copier machine.

Supervision

This position directly supervises the Finance department team, including the Utility Clerk, Accountant and Deputy City Clerk/Finance and indirectly oversees cross-departmental compliance with financial policies and procedures.

Physical Demands

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel, and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl, and talk or hear. The employee regularly lifts and/or moves up to 10 pounds, occasionally will lift and/or move 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. Duties are generally performed in an office setting with a controlled environment. The job requires sitting for extended periods of time, and the work may expose the employee to unpleasant social situations and significant workplace pressure. Position involves attending evening meetings.

The City of Nevada is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act as Amended, the City will provide reasonable accommodations to qualified individuals with disabilities, and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand the duties of this job description and, by signing below, I agree that I can perform the duties of this position with or without reasonable accommodation.

Employee

Date

Department Head

Date

City Administrator

Date