



City of Tempe

DEPUTY INTERNAL SERVICES DIRECTOR - FINANCE

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	015	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$129,214
<i>Supervision Level:</i>	Deputy Director	<i>Salary / Hourly Maximum:</i>	\$174,439
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Deputy City Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Officials & Administrators

DISTINGUISHING CHARACTERISTICS

The Deputy Internal Services Director - Finance is responsible for directing and coordinating staff activities in accounting, customer services, facility maintenance, risk management, procurement, and sales tax licensing sections of the Financial Services Division. The Deputy Internal Services Director - Finance determines divisional policies; plans long term programs; manages the division's budget and handles complex administrative duties.

In addition, the Deputy Internal Services Director - Finance assists in developing and promoting a solid relationship with the general public; City Council; City Manager; boards and commissions; various employee groups; other City departments; and other government entities.

REPORTING RELATIONSHIPS

Receives general direction from the Internal Services Director, Deputy City Manager – CFO and the City Manager.

Exercises direct supervision over professional, supervisory, technical and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of increasingly responsible professional experience in governmental financial planning and administration, including three years of administrative and supervisory responsibility in finance, accounting, or directly related to the core functions of this position.
<i>Education:</i>	A Bachelor's degree from an accredited college or university with major course work in finance, accounting, economics, business administration, public administration or a degree related to the core functions of this position. A Master's degree is preferred.
<i>License / Certification:</i>	Possession of a Certified Public Accountant certification is highly desirable.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. Responsible for the day to day operations of the Financial Services Division of the Internal Services Department. Provides direction to staff within the Financial Services Division as well as provide complex administrative support to the Internal Services Director and the Deputy City Manager – CFO.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Develop, plan and manage all aspects of the Financial Services Division for the Internal Services Department and City;
- Coordinate and prepare information to be submitted to bond rating agencies and bond consultants; determine sizing of bond issuances; prepare necessary information for periodic bond elections; ensure compliance with bond disclosure requirements
- Prepare goals and objectives for the Financial Services Division; assist in the development of policies and procedures; establish performance measurements;
- Analyze and monitor the City's financial condition; make recommendations for improvement to the Internal Services Director and Deputy City Manager-CFO.
- Assist the Deputy City Manager/CFO with monitoring the City's annual operating and capital improvement budget, and long-range financial and debt management programs;
- Manage, direct and organize Financial Services Division activities including accounting, customer services, facility maintenance, risk management, procurement, and tax and licensing;
- Direct, oversee and participate in the development of each of the section work plans; assign work activities, projects and programs; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures;
- Supervise the preparation of the section budgets; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor the approved budgets;
- Recommend the appointment of personnel; provide or coordinate staff training; conduct and review performance evaluations; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations, as necessary;
- Plan and conduct regular staff meetings with managers and supervisors of accounting, customer services, facility maintenance, tax and licensing, procurement and risk management sections;
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees as a City representative; prepare public presentations on financial

services to groups as requested; attend City Council meetings; meet with City management staff on a variety of policy issues;

- Respond to and resolve difficult and sensitive citizen inquiries and complaints related to City financial services;
- Conduct research and detailed studies to be used in decision making; compile information and prepare staff reports as required;
- Evaluate City expenditures to ensure compliance with State laws; authorize any major City expenditure requisitions; authorize City purchase orders;
- Have a strong commitment to value diversity in the Department and the City.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective November 1988

Revised May 2001

Revised July 2002 (Range Changed)

Revised June 2010 (due to dept consolidation/reorg: job title, reporting relationship, duties and MQs)

Revised December 2010 (Title change)

Revised September 2018 (Update distinguishing characteristics, reporting structure & job duties)