DEPUTY CITY ADMINISTRATOR FOR FINANCE AND ADMINISTRATIVE SERVICES

POSITION SUMMARY

The Deputy City Administrators will consult with one another and/or the Executive Team and act on behalf of the City Administrator in his absence. This is an executive level position and is a member of and participates in a variety of local and state organizations and interacts with the public on a regular basis. It is responsible for the City's financial and administrative duties and oversees the City's Finance, Customer Service Utility Billing, Assessing, Information Technology, and Cultural Affairs Departments. This position provides expert advice, strategic planning, and problem solving for complex City matters, including but not limited to accounting & internal controls, financial reporting & analysis, treasury functions, budgeting & forecasting, billing & collections, compliance with State and Federal regulations & reporting requirements, employee benefits, and risk management.

RESPONSIBILITIES

Essential Duties:

- Supervises the Finance, Customer Service Utility Billing, Assessing, Information Technology, and Cultural Affairs Departments.
- The Deputy City Administrators will consult with one another and/or the Executive Team and act on behalf of the City Administrator in his absence.
- Represents the City and presents at various community events, public meetings and gatherings, committees, and conferences.
- Responsible for the City's accounting policies and the accuracy of its financial statements. Supervises the preparation of the City's annual financial reports to ensure accuracy and legal compliance.
- Prepares the City's financial statements in accordance with government accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error. Responsible for financial internal controls; implementing financial policies and procedures to safe guard city assets.
- Prepares and presents timely financial reports and projections to the City Administrator and Commission.
- Prepares the City's Comprehensive Annual Financial Report (CAFR)
- Performs financial analysis of City operations to improve efficiency and effectiveness of City operations and reports the findings of such analysis to the City Administrator and City Commission.
- Responsible for the City's accounts payable and accounts receivable collections.
- Exercises authority over departmental budgets revenues and expenditure authority.

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- Directs and oversees the operating and capital budgets of the City; advising City officials on cash and funding availability for operating and capital expenditures; Works with City Administrator and City management to plan, project operating costs, and capital infrastructure costs.
- Presents budget proposals to City Administrator and Commission and participates in budget hearings.
- Responsible for treasury functions, including, but not limited to cash management, banking, and finance.
- Oversees day to day management of the City's employee pension and retirement plans.
- Responsible for government reporting and compliance with State and Federal laws and regulations.
- Manages the City's financial aspect of insurance policies
- Ability to work in a constant state of alertness and safe manner.
- Performs other duties of a similar nature or level as assigned.

Knowledge of:

- Municipal finance administration and accounting principles & practices;
- Investment fund management;
- Municipal debt administration;
- Insurance administration;
- Budgeting;
- Governmental Accounting Standards Board (GASB), Generally Accepted Auditing Standards (GAAS) and Generally Accepted Accounting Principles (GAAP);

Skills and Abilities:

- Leadership and management;
- Speak and present publicly;
- Communicate effectively both orally and in writing,
- Negotiating;
- Think strategically and exercise considerable initiative and independent judgment;
- Interact successfully with individuals and groups both from within the City and outside the City;
- Use a variety of office equipment, computer software applications and related applications;

Judgment/Decision Making:

- Develops, along with others, strategic direction, goals, plans and policies for the City.
- Sets broad objectives and is accountable for overall results in Finance, Assessing, Information Technology and Cultural Affairs.

- Makes decisions on matters of significance; requires a high degree of independent judgment and critical thinking skills.

RELATIONSHIPS

Leadership/Supervisory Responsibilities:

- Responsible for the overall direction of Finance, Customer Service Utility Billing, Assessing, Information Technology and Cultural Affairs Departments through respective managers or supervisors.
- This position reports to the City Administrator and will act on behalf of the City Administrator as assigned.

Relation to Other

- High-level contact with others in key positions within the City, community, business leaders, media and other dignitaries at local, state or federal level.
- Handles highly sensitive information.
- Ensures problem resolution identifies barriers to effective communication and holds self and staff accountable for customer service excellence.
- Communication may be one-on-one, small or large group presentations to residents, staff, and other local and state officials.
- Is authorized to have communication with the media and will make statements to media per policy.

SKILLS

Education and Experience:

- Bachelor's Degree (in Accounting preferred); Degrees in Finance, Business Administration or Public Administration will be considered. Masters Degree preferred.
- Certified Public Accountant (CPA) or Government Finance Officers Association (GFOA) preferred.
- Eight years of progressively responsible public finance experience, preferably in a similarly sized municipal government with three years in an administrative or supervisory capacity or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Requirements:

- Valid Driver's License; ND license must be obtained within 150 days of hire.

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WORKING CONDITIONS

Environment:

- Positions in this class typically require: talking, hearing, seeing and repetitive motions.
- Work is performed within routine office environment with minimal exposure to hazardous or unpleasant conditions. Physical demands are usually limited to sitting or standing in one location much of the time. Some stooping, lifting or objects of light weight may be required.
- Work related travel is expected.

Classification: Grade 22 (G-22)
FLSA: Exempt
Created and updated to new format: 9/12/12, 6/23/22 by HR Torgerson
Approved by CSC: 11/02/2012
Updated: 3/19/14; 12/07/2016**.** Classification updated by HR Torgerson to align with new pay scale, effective June 23, 2025.
Approved by CSC: 3/28/14; 12/08/2016