



City of Morro Bay Finance Director  
March 12, 2024

## City of Morro Bay Finance Director

### Definition

Under the administrative direction of the City Manager, plans, organizes, manages, and provides administrative direction and oversight for all functions and activities of the Administrative Services Department, including auditing, purchasing, accounts payable, payroll processing, budgeting, general accounting, cash management, utility billing, business licenses, and information technology; directs and administers the fiscal operations and activities of the City, which include investments, financial transaction processing, record keeping and reporting, and payroll; coordinates the development and administration of the City's budget; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to the City Manager in areas of expertise; and performs related work as required.

### Supervision Received and Exercised

Works under the City Manager's general direction, engaging in regular and ongoing collaboration with other department heads and key staff. Exercises general direction and supervision over professional, technical and clerical personnel as assigned.

### Class Characteristics

This is a department head classification that oversees, directs, and participates in all activities of the Administrative Services Department, including short- and long-term planning, development, and administration of departmental policies, procedures, and services. This class aids the City Manager in a variety of administrative, coordinative, analytical, and liaison capacities, as well as interfacing with other departments, the city council, the Citizens Oversight /Finance Advisory Committee (or other similar committee), investment advisors, banking representatives, and other parties.

### Examples of Essential Job Functions

- Assumes full management responsibility for all Administrative Services Department programs, services, and activities, including finance, budgeting, financial reporting, payroll processing, accounts payable, general accounting, utility billing, business licenses, and information technology.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the department; establishes, within City policy, appropriate budget, service, and staffing levels.
- Manages departmental personnel including selection, training, evaluation, development, and performance management.



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- Prepares and administers annual departmental operating budget; manages operations to achieve goals within available resources.
- Invests City funds, acts as the City Treasurer, manages the City's investment portfolio; ensures that investments meet the City's policy guidelines, and that adequate cash is available to meet obligations; prepares periodic reports regarding investments to the City Council.
- Collaborates with other City departments or divisions to manage City-owned properties, including lease negotiations, billing and payment of rent for various city-owned property.
- Acts as the city's purchasing agent.
- Assist the City Manager to act as the Economic Development liaison to various agencies, including Visit Morro Bay and the Morro Bay Chamber of Commerce.
- Administer the City's utility billing, business tax collection, accounts receivable, and cashier/public counter activities.
- Coordinates the development and administration of the City's annual budget; provides for financial forecasting and planning; tracks the adopted budget and prepares periodic budget reviews for submission to City departments.
- Establishes the City's central budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial controls; responds to and implements audit recommendations.
- Coordinates the City's annual audit and special audits; oversees the preparation of the City's Annual Comprehensive Financial Report (ACFR), state controllers' reports, and other required annual reports and statements.
- Oversees the City's Information Technology resources and function, including the purchase and implementation of new computer hardware and software, the management of all computer servers, and ensuring the security of the City's IT system; oversees and manages technical services to keep the City's IT system technologically up-to-date and operating efficiently and reliably.
- Represents the Administrative Services Department to other City departments, elected officials, and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- In collaboration with other departments, responsible for the financial performance and reporting for major projects.
- Participates in, prepare staff reports for and makes presentations to the City Council and represents the city on a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of administrative services and other services as they relate to the area of assignment.
- Maintains and directs the maintenance of working and official departmental files.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.



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## Qualifications

### Knowledge of:

Principles, problems, and methods of public and business administration, as applied to a municipality; general municipal revenue and public financing; governmental accounting principles and practices; public purchasing requirements and procedures; laws, regulations, and ordinances affecting fiscal operations and audits; auditing principles and practices; technology related to computerized financial systems; basic terminology, methods, and practices of the operation and maintenance of computer servers, network systems and personal computer hardware and software; principles of supervision and training; investment portfolio management.

### Ability to:

- Plan, organize and direct the activities of a centralized financial service department.
- Understand, interpret, and apply laws, regulations, policies, and professional practices; clearly articulate complex concepts, laws, regulations, and processes; analyze and make recommendations on complex financial matters.
- Prepare effective written reports and present findings.
- Interpret and apply Generally Accepted Accounting Principles (GAAP).
- Organize human resources and develop and or re-engineer systems and procedures for efficiency and effectiveness.
- Develop goals and objectives and prepare plans to accomplish them.
- Lead and motivate staff.
- Communicate effectively with Council, staff members and the public.
- Recognize the need for awareness of and sensitivity to environmental issues and programs for economic and social consideration.
- Interpret political and administrative direction and incorporate it into operational policy and procedures.
- Establish and maintain effective relationships with the City officials, employees, other governmental and community organizations, and the public.
- Demonstrate a high level of proficiency in various software applications, including spreadsheets, databases, and presentation software.

### Education and Experience:

Graduation from an accredited four-year college or university with major coursework in finance, accounting, business or public administration, or a related field and seven (7) years of increasingly responsible experience, including supervisory experience, preferably in municipal administration. At least four (4) years of finance experience and experience working with financial management data processing systems is required. Applicants with any equivalent combination of education and experience would be considered.



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### **Licenses and Certifications:**

Possession of, or ability to obtain, a valid California Driver's License by time of appointment. A Certified Public Accountant (CPA) designation is highly desirable.

### **The Fine Print:**

#### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle; and to visit various City and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must be able to lift, carry, push, and pull materials and objects necessary to perform job functions.

#### **Work Environment**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

#### **Duties Statement**

The duties listed 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 job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the employer's needs and requirements of the job change.