

City of St. Albans
Job Description
Director of Finance and Administration

Nature and Scope of Position

The Director of Finance and Administration performs professional, administrative, and managerial work in overseeing all financial, administrative, human resource, and business management functions of the City. This position takes a leadership role in budget development, union negotiations, and business management functions, and assists the City Manager in all matters, including policy development, economic development, and community relations.

This position is a key member of the City's leadership team and makes frequent contact with the public, all city departments, the City Council, and various local and state agencies.

This position reports to the City Manager.

Duties and Responsibilities

- Provide managerial direction for Business Manager, City Accountant, and Community Relations Coordinator.
- Collaborate with City Manager on using City's financial capacity to accomplish community and economic development priorities.
- Manage the development and administration of the general fund and enterprise fund budgets (water, wastewater, and stormwater).
- Manage the City's overall cash position across the funds; utilize knowledge of state and federal loans and grants to reduce costs of borrowing.
- Manage the development of the annual capital improvement plan.
- Ensure cost effective implementation of all insurance and benefit programs, including: health and dental insurance; short- and long-term disability programs; retirement; general liability insurance; and unemployment and worker's compensation insurance.
- Serve as Acting City Manager as required.
- Ensure business activities associated with telephones, computers, and mobile devices are operational.
- Administer the city's personnel policies and union contract and ensure compliance with federal and state laws and regulations.
- Manage specific projects on behalf of City Manager.
- Develop and maintain HR/Payroll Information Systems.
- Ensure implementation of City Pension investment policy.
- Ensure proper administration of City records management and retention systems.
- Represent the interests of the city before local, state, and federal officials, community leaders, city employees, and the general public.
- Assist City Manager with policy development by identifying problems / opportunities, analyzing options, and offering recommendations.
- Serve as part of leadership team; participate in regular leadership team meetings with other department heads and city manager.
- Perform public relations duties with interested / concerned parties.
- Attend night meetings of the City Council and other community and non-profit boards.
- Perform other duties as assigned.

Requirements of Work

- Ability to direct the work of professional and non-professional subordinates.

- Ability to represent the interests of the City effectively and appropriately.
- Ability to communicate with lots of different types of people.
- Ability to work with employees and the general public under stressful conditions.
- Outstanding judgment.
- Ability to inspire confidence of others.
- Must be able to accept constructive criticism and have the ability to communicate and work well with others.

Education, Training and Experience

- Bachelor's degree in appropriate discipline required; advanced degree helpful.
- Five years managerial experience in complex public, nonprofit, or business organization.
- Significant knowledge of administration, personnel management, and financial management.

Physical Demands / Work Environment

This is an office-based job in a dynamic municipal office. While performing the duties of this job, the employee is required to communicate frequently with the public and other staff members, operate office equipment, and move throughout the municipal offices and the city. The employee is often required to sit for long periods of time. The employee must occasionally lift and or move up to 25 pounds. The employee may occasionally be required to perform moderate physical effort.