



Job Title	Assistant Director of Finance
Department	Finance
Employment Status	Full-Time
FLSA Status	Exempt

Scope of Work

Under the direction of the Deputy Town Manager/Director of Finance, perform a variety of strategic, professional, technical and administrative work in Town-wide financial planning and procurement systems.

Supervision

Received	Deputy Town Manager/Director of Finance
Exercised	Direct supervision of the Finance Department daily operations, which consists of the Accounting, Assessing, Treasurer/Tax Collecting, and Procurement, divisions; significant functional supervision of Town-wide personnel involved in budget preparation and procurement activities.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function to satisfaction.

General Tasks:

- Establishes objectives with division managers and determines the appropriate standards of performance, assesses division managers' performance, and ensures that departments are meeting operational objectives. Through division managers, provides for the selection, appointment, training, assignment, and scheduling of personnel, and reviews personnel actions and recommendations of division managers.
- Assist the Deputy Town Manager/Director of Finance in development of long- and short-range financial planning, the five (5) year Capital Improvement Plan, budget and revenue forecasting, debt management and analysis, review and analysis of municipal charges and fees, and the rate setting processes. Prepares financial reports as required by the Deputy Town Manager/Director of Finance Director. Provides instructions, guidance and enforcement of financial policies and procedures to Town departments.
- Assists the Deputy Town Manager/Director of Finance with the annual budget preparation process, analysis, and administration. Monitors and reviews spending request submissions for compliance and

adherence to the guidelines. Assists Town departments with questions regarding budget and project funding requests.

- Provides professional staff assistance and support to the Deputy Town Manager/Director of Finance as needed.
- Evaluates options for financing and acquiring capital assets using appropriate statistical and qualitative techniques and recommends the most advantageous procurement strategies.
- Oversees the Town's centralized procurement functions, monitors and tracks procurement activities of the Town departments; conducts bidding process including writing or assisting departments in preparing detailed specifications; reviews formal bids and contract award recommendations according to the applicable Federal, State, and local requirements. Ensures records and controls on purchasing transactions and vendor files are maintained.
- Serves as expert resource to Town departments engaged in purchasing activities, implements and provides training on procurement policies as appropriate.
- Evaluates requests for exceptions to existing procurement policies and makes recommendations to appropriate authority relative to accommodation of the request.
- Receives, investigates, and mediates complaints related to procurements conducted by Town departments.
- Provides staff support to selected Town committees as assigned.
- Develops and presents the Finance Department operating budget.
- Maintains publication content for the Department's website.
- May act in the absence of the Deputy Town Manager/Director of Finance, and participates in a variety of projects with Department-wide scope; Perform special projects and other related duties as required, directed, or as the situation dictates.

Other Job Functions

- Performs related duties as assigned.
- Follow safe work practices.

Requirements of Work

General knowledge equivalent to a bachelor's degree in public administration, business, or related discipline. Duties require knowledge of government finance and budget operations, equivalent to seven to ten years of related experience; or any equivalent combination of education, training and experience which provides the following knowledge, ability, and skills:

Knowledge of

- Municipal government finance operations, procurement procedures.
- State and Federal laws and regulations, particularly as they relate to public procurement.
- The use of standard office equipment including computers and relevant software programs, including demonstrated proficiency with the Microsoft Office Suite or similar.
- Principles and practices of program development; administration and evaluation; project management; staff supervision, training, and performance management; and municipal budget preparation and administration

Ability to

- Independently establish personal standards of work performance within broad framework of policy and objectives as set forth by direct supervisor.

	• Multi-task and prioritize work; handle frequent interruptions to assist citizens, vendors, or employees. • Able to adapt to changes in the work environment. Manages competing demands. Changes approach or method to best fit the situation. Able to deal with frequent change, delays, or unexpected events. • Maintain confidentiality. • Plan, organize, direct, and coordinate the work of staff including manager-level staff; select, supervise, train, evaluate, and discipline; motivate employees to work toward common goals. • Establish and maintain effective working relationships with supervisors, coworkers, members of various agencies, vendors, and the general public.
Skill in	• Oral and written communications. • Preparing and administering budgets and preparing clear and concise administrative and financial reports. • Organization and attention to detail. • Time management. • Troubleshooting and problem solving.

Necessary Special Requirements

MCPPO Certifications: MCPPO for Supplies and Services Contracting & MCPPO for Design and Construction Contracting, or ability to achieve within 18 months

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.

- Work is performed mostly in an office setting; regular in-person attendance at the office required.
- May spend extended periods at terminal, on telephone, or operating other office machines, requiring eye-hand coordination and finger dexterity.
- Vision abilities required by this job include close vision, and the ability to adjust focus.
- Regular lifting and carrying of files, documents, records, etc., weighing up to 20 pounds.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects or controls and reach with hands and arms.
- Travel within Town to plan, oversee, or provide direct services.
- Occasional travel outside of Town for meetings with State Agencies/Departments/Contractors related to contract bidding.
- Occasional visits to construction sites for contract bidding activities
- Not subject to extremes in temperature, noise, odors, etc.