



POSITION
ANNOUNCEMENT

POSITION TITLE: Director of Management Services
SALARY RANGE: \$82,992 - \$124,488
OPENING DATE: December 4, 2018
CLOSING DATE: January 2, 2019 at 5:00 p.m.

Apply online at www.royutah.org.

Anyone interested in this position should submit the following as attachments when applying online:

- Cover letter
- Updated personal resume`

Roy City is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services. If you have special needs please call (801) 774-1000. The Human Resource Office will provide reasonable accommodations for any applicant during the examination and selection process.

DRUG FREE WORK PLACE / EOE / ADA

GENERAL PURPOSE

Performs a variety of **full performance professional, administrative, and managerial** duties related to planning, directing, organizing, and controlling of city-wide financial and budgeting functions, human resource management and payroll administration. Planning, directing, organizing, and controlling the Justice Court.

SUPERVISION RECEIVED

Works under the broad policy guidance and direction of the City Manager.

SUPERVISION EXERCISED

Provides general supervision to the Finance Department staff and supervisors including Accounting Manager, Human Resources, Finance Clerk, Utility Billing Supervisor, Customer Service Clerk(s) I and II, Accounts Payable Supervisor, and Receptionists.

Provides general supervision to the Justice Court department staff and supervisors including Court Clerk Supervisor and Court Clerks.

ESSENTIAL FUNCTIONS

Finance:

Serves as the city Finance Director. Manages the day-to-day operation of city financial activities; directs personnel and delegates assignments; provides the City Manager, Mayor, City Council and Department Directors with information and recommendations for efficient fiscal administration; recommends rules, regulations, policies and procedures and implements the same upon approval.

Plans, organizes and supervises the process for receiving and disbursing city funds. Creates accounts and sub-accounts as needed to monitor fund allocations and disbursements. Services as custodian for all city money, bonds, or other securities; manages system for accurate utility billings, collections and credits; accounts for all city revenue and special assessments generated through a variety of city programs and city services; monitors city deposits of all revenue to assure accuracy.

Monitors and determines city financial needs and identifies idle funds; follows established statutory guidelines for the investment of idle funds to achieve maximum usage of public taxes and other revenue collections. Manages the Finance, Personnel, Water Administration and Information Technology budgets in compliance with established fiscal guidelines. Establishes tax rates; and oversees the annual audit and preparation of the comprehensive annual financial report.

Serves as the city Budget Officer; coordinates the annual development and preparation of the overall city budget; prepares revenue projections; prepares regular budget status reports for use by the City Manager, Mayor, City Council, and Department Directors; and responds to questions about department budgets and identifies alternative revenues and expenditures.

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Plans, organizes and directs city-wide coordination of human resource management systems and services; develop, draft and implement policies and procedures; coordinates and directs technical processes related to recruitment, selection, classification and compensation, employee relations, training, and performance management. Directs benefit program administration; negotiates with benefit providers and administrators for program provisions, premiums, etc.; develops recommendations for consideration by the City Manager and elected officials; implements changes upon approval.

Directs and manages city payroll administration; serves as trustee over financial programs; develops and implements changes in the city system to assure efficiency and accuracy; monitors payroll procedures to control proper payment of taxes and processing of voluntary and mandatory deductions.

Serves as Budget Officer for the Redevelopment Agency. Meets with the Executive Director, RDA board, and other individuals to discuss financial issues of the RDA; works closely with the executive director, engineers, attorneys and other support staff to prepare recommendations; prepares reports and background information related to RDA agenda items; follows up on financial actions taken by the RDA; serves as staff to the RDA board in planning and carrying out financial decisions.

Coordinates the annual audit related to risk management; follows up with departments on audit findings and resolutions; oversees administration of the city-wide drug testing policy.

Oversees general and special billings for various vendors, rentals, lease payments, cemetery lot payments, and other accounts due the city; performs pre-audit functions on all claims and transactions to assure financial integrity of the city; directs the processing of accounts payable; assures compliance with established computer procedures as needed to produce payment checks; signs checks; monitors the maintenance of register of disbursements.

Oversees customer service and receptionist functions; receives and reviews customer complaints; provides remedies consistent with city policy and practices.

Oversees city-wide general procurement functions; assures compliance with bid and proposal requirements.

Directs personnel and delegates assignments; reviews performance and makes decisions affecting job retention, advancement and discipline, participates in the recruitment and selection of department staff; develops and conducts staff training.

Serves as administrative advisor and liaison to City Manager, Mayor, City Council, Citizens Committees, Board of Adjustments, and Planning Commission; serves as the Executive Director of the Redevelopment Agency. Provides technical insight and recommendations related to determining community and economic development policies, goals and objectives; receives directives, formulates implementation options and strategies, directs and conducts research, converts strategies to action plans with timetables and deadlines; allocates personnel and resources as needed to accomplish selected projects and programs.

Conducts public meetings and hearings as needed to solicit public response and apprise decision makers of policy and project options; educates the public through media, reports, public meetings and presentations.

Develops department budgets and monitors fiscal controls to assure conformity with established financial constraints; gives final approval for department disbursements; participates in city-wide fiscal planning processes.

Identifies sources for alternative funding related to community and economic development projects; applies for grants, implements administrative processes as needed to comply with grant conditions; monitors grant compliance to assure effective working relationships with funding agencies.

Coordinates research and program options with other city departments; directs or conducts feasibility studies; prepares a variety of reports related to project options and progress; reviews and updates ordinances affecting

Performs related duties as required.

MINIMUM QUALIFICATIONS

- 1 Education and Experience:
 - a. Graduation from an accredited college with a bachelor's degree in accounting, business administration, public administration, or related field;
 - AND
 - b. Eight (8) years of progressively responsible work experience in financial management, human resources, risk programs, and related city management functions;
 - OR
 - c. An equivalent combination of education and/or experience.

- 2 Essential Functions Knowledge, Skills, and Abilities:

Considerable knowledge of municipal and fiscal accounting principles, practices and procedures; municipal organizations and department operations including applicable laws and regulations; internal control principles and methods of application; generally accepted accounting principles (GAAP), the Uniform Municipal Fiscal Procedures Act; budgeting, accounting and related statistical procedures; various revenue sources available to local governments including state and federal sources; local investment options and opportunities; general office maintenance and practices; human resource management theory, methods, and practices; the legal environment related to human resource management; benefit, retirement, and compensation laws and guidelines; benefit costing procedures; training methods; risk management methods and issues; computer accounting applications, word processing, and spreadsheet applications; business and technical writing; operation of small computer systems and networks; complex mathematics and accounting; interpersonal communication skills; public relations.

Ability to analyze a variety of financial problems and make recommendations; analyze complex accounting problems and make standard adjustments; exercise initiative, independent judgment and to act resourcefully under varying conditions; plan, organize, and coordinate the work of other personnel; maintain strict confidentiality related to sensitive administrative information; operate various types of standard office equipment; operate personal computer in utilizing various programs to produce or compose formal documents, reports, and records; establish and maintain comprehensive records and files; develop effective working relationships with city administrators, elected officials, fellow employees, and the public.

3 Special Qualifications:

- a. Preference in recruitment shall be given to applicants who are CPA's and/or hold a master's degree.
- b. Must be bondable.

4 Work Environment:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Common eye, hand, finger dexterity required for most essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving.