



ASSISTANT CITY ADMINISTRATOR/CFO – FINANCE/ADMINISTRATION

Deadline to apply: September 6, 2016

Salary Range: \$113,603 - \$123,626

www.franklintn.gov

To apply: Send Resume to

Franklin ACA/CFO Search

University of TN – MTAS

226 Capitol Blvd., Suite 606

Nashville, TN 37219

I. Purpose of Job

Is responsible for providing oversight of all financial operations of the City, assisting in the coordination of activities across all City departments, and overseeing the planning, organizing, staffing, operations, and administration for all assigned departments.

II. Essential Job Duties

A. Directs Financial Management

- Determines operational and capital financing needs.
- Monitors cash management.
- Develops strategies for long term financing.
- Manages short term and long term investments; consults with financial investment advisors to determine needed actions.
- Plans debt issuance and conducts sales.
- Maintains relationships with financial services institutions.

B. Oversees Finance, Purchasing, and Court Administration

- Delegates and oversees accounting, accounts/payable/receivable, payroll, loan administration, cash management, and taxes/fees administration and collection.
- Delegates and oversees customer service.
- Delegates and oversees procurement of equipment, supplies, and services.
- Delegates and oversees administration of City Court.
- Ensures compliance with all internal and external reporting requirements.
- Ensures sound systems of internal control and safeguarding of City assets.
- Oversees City-wide budgeting process.
- Oversees financial audits.

C. Oversees Water and Sanitation and Environmental Services

- Delegates and oversees water treatment and distribution.
- Delegates and oversees wastewater collection and treatment.
- Delegates and oversees solid waste collection and transfer and recycling programs.
- Ensures compliance with all workplace safety, environmental regulations, and external reporting requirements.

D. Oversees Information Technology

- Delegates and oversees applications systems administration, network development and maintenance, database management, GIS, telecommunications, systems security, and user support.
- Delegates and oversees evaluation of systems performance and implementation of enhancements.
- Provides direction in prioritizing systems needs and procurement of new hardware and software.

E. Performs Supervisory Duties

- Supervises, directs, and evaluates personnel, handling employee concerns and problems, directing work, counseling, disciplining and completing employee performance evaluations.
- Makes decisions regarding personnel actions such as promotion and hiring.
- Ensures development of all staff to meet future staffing needs.

F. Participates in Coordinating Operational and Administrative Activities

- In conjunction with senior City management and department heads, coordinates operational activities as needed to ensure coordination across all departments, continuous customer service, public safety, optimal use of available resources, avoidance of duplication, and compliance with applicable regulations; facilitates collaboration across departments.
- Supervises and oversees business process improvement initiatives; provides direction and ensures involvement and cooperation of appropriate individuals and departments.
- Identifies current or potential operating problems and coordinates resolution.
- Contributes to and facilitates development of revised or new policies and procedures
- Contributes to planning and development of City-wide office management, budgeting, human resources, procurement, and other programs and policies.

G. Contributes to Long Range Planning

- Contributes to long range planning related to:
 - Land use and urban growth.
 - Development and maintenance of City infrastructure.
 - Organization of City government.
 - Design, development, and implementation of City services.
 - Sustainability.
- Provides broad direction for systems development as part of City management information technology steering committee.
- Contributes to identification and development of revenue sources to adequately fund desired City services.

H. Serves as Liaison with the Public

- Receives complaints, suggestions, or inquiries from citizens; investigates and responds as appropriate; coordinates with Mayor, Alderman, and City Administrator.
- Represents the City in community and civic groups to explain, confer, and obtain input related to City programs, policies, and procedures.

III. Other Job Duties

Performs other job duties as assigned.

IV. Primary Job Challenges

Primary challenges of this position include managing time demands of multiple projects and oversight of a variety of departments.

V. Equipment Operated

Computer and other office equipment such as printers and fax machines

VI. Key Competencies Required

- **Job Content Knowledge:** Must have broad knowledge of municipal government, in depth understanding of investments and long range financing, and in-depth knowledge of government financial management.
- **Language Skills:** Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.
- **Mathematical Skills:** Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- **Reasoning Ability:** Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) at the highest level. Ability to deal with a variety of abstract and concrete variables.
- **Develops constructive and cooperative working relationships with others.** Encourages others to express their ideas and opinions. Provides input into identifying and solving problems. Anticipates need of others for information about job tasks and work environment and provides it to them in a timely manner. Willingly assists others with job tasks when appropriate.

VII. Physical Demands and Work Environment

Physical Demands: Performance of the essential duties of this job requires the incumbent to:

- Occasionally stand.
- Occasionally walk.
- Regularly sit.
- Occasionally use hands to finger, handle, or feel.

- Occasionally reach with hands and arms.
- Regularly talk or hear.

Work Environment: Performance of the essential duties of this job requires:

- Occasional exposure to fumes or airborne particles, work near moving mechanical parts, or exposure to outside weather conditions.

The work environment is moderately noisy (examples: business office with computers and printers, light traffic).

VIII. Qualifications

Education and Experience: The required knowledge, skill, and abilities to satisfactorily perform job duties are normally acquired through obtaining a Master's degree (M.A.) in Finance, Public Administration, or related discipline, plus ten years of progressively responsible public sector financial management and administrative experience, or an equivalent combination of education and experience.

Required Certifications/Licenses:

Certified Municipal Finance Officer (CMFO)

EOE/Drug-Free Workplace