



City of Peoria HUMAN RESOURCES

Title: Deputy Director - Finance (Budget and Revenues)

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Chief Financial Officer.

Exercises direct supervision of professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree with major course work in accounting, finance, public or business administration, or a related field.
- **Experience:** Requires a minimum of seven years of increasingly responsible professional experience in financial management, including at least three years of supervisory responsibility. Requires advanced knowledge in budget development, financial management and experience with highly specialized systems and procedures.
- **Licenses/Certifications/Special Requirements:**

PREFERRED/DESIRABLE QUALIFICATION(s):

- Certified Public Accountant is desired.
- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to provide leadership and management to the Budget and Revenue divisions of the Finance and Budget Department including budget development and forecasting and revenue billing and collection operations. The Deputy Director manages division goals and objectives, leads projects; coordinates assigned responsibilities with staff and other city departments, outside agencies, and consultants; serves on and/or supports various city committees; and acts as Director of the department in the absence of the Director.



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ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Establishes goals and objectives for the Budget and Revenue Divisions of the Finance and Budget Department. Identifies operational needs, analyzes metrics, prepares, interprets and explains complex requirements, determines and implements tasks and projects to achieve goals and objectives.
2	Manages teams of staff by planning and prioritizing work, ensuring policy and procedure compliance, recommending changes and adjustments, and monitoring staff performance and development. Handles sensitive personnel matters including hiring, discipline and terminations.
3	Provides leadership, management and direction to the Budget division. Oversees development of the City's budget, ensuring compliance with fiscal policies and sound financial management principles. Works with all city departments and senior management to develop budgets, resolve budget issues, prepare budget presentations, and provides guidance and direction on budget initiatives.
4	Provides leadership, management and direction to the Revenue division which includes utility billing, collection and meter services and sales tax and licensing functions. Provides guidance and direction on operational issues, implementation of process improvements and delivery of customer service enhancements.
5	Provides management and direction on rate and fee studies including impact fee studies and utility rate studies.
6	Develops and implements operational policies and procedures to ensure best practices. Demonstrates continuous efforts to improve operations, streamline work processes, promote teamwork, and work cooperatively and jointly to provide quality and seamless customer service.
7	Develops and manages the annual budget for the divisions. Prepares and reviews proposals for major initiatives and projects for operational impact.
8	Establishes effective working relationships with staff and peers throughout the City. Assists other departments with programs and activities; ensures delivery of high quality customer service; works effectively with other departments to solve operational and/or financial issues; provides interpretations of policies and procedures.
9	Provides support to the Chief Financial Officer and the City's Senior Executive Leadership. Researches, prepares, and reviews recommendations on financial and policy issues and analyses; effectively



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communicates complex issues, writes complex reports and correspondence; enforces applicable laws, ordinances, City Charter, and Council resolutions; provides support to boards, commissions, community, and staff; prepares and presents Council reports; evaluates and interprets financial and policy directives; provides recommendations and reports.

10 Manages, leads and participates in a variety of programs and projects including but not limited to internal control reviews and audits, implementation of technology information systems, system upgrades, and city-wide or departmental initiatives and projects.



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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
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.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanners, copy / fax machine, and related software, telephone, vehicle, calculator.

PROTECTIVE EQUIPMENT REQUIRED:

None required.