

**BUSINESS OF THE CITY COUNCIL
WINDSOR HEIGHTS, IOWA
AGENDA STATEMENT**

Item No. 9
For Meeting of 2/15/10

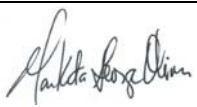
ITEM TITLE: Consideration of a resolution adopting a revised position description for the Chief Financial Officer.

CONTACT PERSON(S): Marketa George Oliver, City Administrator

SUMMARY EXPLANATION

Attached for your consideration is a resolution adopting a position description for the Chief Financial Officer. Colleen Pingrey is retiring at the end of March. This updated job description was reviewed by all department heads and input was sought from the City's independent auditor.

The Policy and Administration has reviewed this position and recommends approval.

<input checked="" type="checkbox"/> Resolution _____ Ordinance ____ Contract _____ Other (Specify) _____
Funding Source <u>General</u>
APPROVED FOR SUBMITTAL _____ <div style="text-align: right;"> City Administrator</div>

RECOMMENDATION: Approve resolution on a roll call vote.

COUNCIL ACTION:

RESOLUTION NO. 10-0215/

**Consideration of a resolution adopting a revised position description for the
Chief Financial Officer**

WHEREAS, the City has employees who render valuable services in performing their duties; and

WHEREAS, the City strives to maintain a workforce of knowledgeable, well-trained and motivated individuals; and

WHEREAS, the City wishes to continue to provide superior municipal services to its residents, businesses and visitors; and

WHEREAS, a position description for the soon to be vacated Chief Financial Officer position will soon be open due to a retirement; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Windsor Heights, Iowa, that the Chief Financial Officer is updated and the Position Description is adopted.

PASSED AND APPROVED THIS 15th DAY OF FEBRUARY, 2010.

David J. Sullivan, Mayor

ATTEST:

Marketa George Oliver, City Administrator/Clerk

Chief Financial Officer

Starting Salary: \$59,046 DOQ, excellent benefits

City of Windsor Heights, Iowa

The City of Windsor Heights, Iowa (population 4,891, located in the greater Des Moines metropolitan area) is taking applications and résumés for a Chief Financial Officer until 4:00 p.m. on March 3rd, 2010.

The Chief Financial Officer (CFO) reports to the City Administrator. The CFO conducts and supervises the activities associated with the City's financial operations. The CFO conducts, supervises, plans, organizes, directs, evaluates and, when appropriate, recommends and implements upgrades and modifications to the City's financial operations. S/he is part of the City's executive management team and has input to a variety of policy recommendations.

The ideal candidate will be: knowledgeable in the field; be fair; have superior problem-solving skills; be a creative thinker who searches for innovative solutions; have leadership qualities; exhibit a commitment to continual learning; be able to communicate well both orally and in writing; and be able to work well with multiple projects and demanding timelines.

Bachelor's degree in Accounting, Finance or related field is required, and CPA certification preferred. Extensive directly related experience in local government finance operations preferred.

Chief Financial Officer must reside within **fifteen (15) minutes (traveling at normal speeds)** of the building or facility to which they normally report to work.

Detailed information re: requirements, responsibilities and application process available at City Hall at 515/279-3662 or www.windsorheights.org. Submittals must be received not later than March 3rd at 4:00 p.m. EEO employer.

Submit cover letter and detailed resume including 5 work related references, to:

City of Windsor Heights
1133 66th Street
Windsor Heights, IA 50324
(515) 279-3662 * FAX: (515) 279-3664
www.windsorheights.org

Closing date: March 3rd, 2010 at 4:00 p.m.

The City of Windsor Heights is an equal opportunity employer. All qualified candidates are encouraged to apply, regardless of race, creed or gender.

CITY OF WINDSOR HEIGHTS

JOB DESCRIPTION

Department: Finance

Title: Chief Financial Officer

FLSA: Exempt

Date: 2010

Reports to: City Administrator

DEFINITION

The primary function of this position is to conduct and provide administrative oversight of all operations and activities of the City of Windsor Heights Finance Department and financial operations. Plans, organizes and directs the operations of the department and supervises department or office staff as appropriate; performs directly related work as required.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following duties are normal for this position but dependent upon the level of skill, ability, and experience of the individual. They are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- Prepares materials and assist auditors with the City of Windsor Heights audit to be completed on or before November 1st each year.
- Supervises, conducts, plans, organizes, directs, evaluates and, when appropriate, recommends upgrades and modifications to the City's financial operations.
- Is an active member of the City's management team and participates in and provides input on policies, activities and programming, as appropriate.
- Develops policies and procedures designed to increase the efficiency and effectiveness of operations and address all related financial processes within the City of Windsor Heights.
- Oversees the development and implementation of financial operations within the City, including the operating budget and capital improvement program, bond sales, purchasing procedures, financial reports, investments, reporting guidelines and fixed assets accounting.
- Develops and administers the City's budget, including the administration budget.
- Accurately prepares, edits, reviews, organizes and conveys summary financial information for City Council, City Administrator, department managers, City employees and the public on a timely basis.
- Serves as the spokesperson for City finances.
- Develops, supervises and oversees purchasing order system and makes vendor payments and approves expenditures within the guidelines of the City's budget and financial and personnel policies.
- Develops, supervises, maintains and implements the City's payroll function, including coordination and completion of bi-weekly city payroll.
- Performs special projects for the City Administrator as requested.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Develops and implements special accounting information systems and reports.
- Coordinates all software updates and functions for personal computers within Finance Department.
- Oversees the development of long-range financial forecasts for the City.
- Maintains all personnel records in accordance with Iowa and Federal law.

- Executes activities necessary to ensure the City's compliance with HIPAA and other insurance and payroll-related requirements.
- Performs other related duties as required.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

Bachelor's degree in Accounting, Finance or related field, and CPA certification preferred. Extensive directly related experience in local government finance operations including supervisory responsibilities. Comprehensive knowledge of Generally Accepted Accounting Principles and Governmental Accounting Principles. Comprehensive knowledge of current principles and practices of municipal finance operations and auditing procedures. Comprehensive knowledge of planning research principles and methodologies and current principles and practices of public administration. Ability to perform and oversee complex financial auditing and reporting procedures within a municipality. Ability to provide administrative direction within a municipal department and to supervise, train, evaluate and lead the work of others, when appropriate. Ability to communicate effectively with others, both orally and in writing, using both technical and nontechnical language. Ability to understand and follow oral and/or written policies, procedures and instructions. Ability to prepare and present accurate and reliable reports containing findings and recommendations. Ability to operate a personal computer using standard or customized software applications. Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions. Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time sensitive deadlines. Ability and willingness to learn quickly and put to use new skills and knowledge brought about by rapidly changing information and/or technology. Possession of a valid Iowa driver's license or evidence of equivalent mobility.

PHYSICAL CHARACTERISTICS OF WORK

Essentially sedentary work involving sitting, walking, standing, occasional bending, lifting and carrying paper and related light objects generally weighing 10 lbs. or less. Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodations, which permits employee to communicate effectively. Sufficient vision or other powers of observation, with or without reasonable accommodations, which permits the employee to observe a wide variety of written material in electronic and hard copy form. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a personal computer and related equipment. Sufficient personal mobility and physical reflexes, with or without reasonable accommodations, which permits the employee to function within the general office environment and have access to various work sites throughout the City.

SPECIAL QUALIFICATIONS

Successful completion of a post-offer drug screen may be required.

The City of Windsor Heights is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the city will provide reasonable accommodations to qualified individuals with disabilities and encourages

prospective employees and incumbents to discuss potential accommodations with the Employer.

