

## **ASSISTANT DIRECTOR OF FINANCE – TOWNS**

Code No: 3-18-380

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional position in a Town responsible for assisting the Director of Finance in managing the day-to-day operation of the Finance Department. The employee reports directly to and works under the general supervision of the Director of Finance. General supervision is exercised over a professional and clerical staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other activities may be performed although not listed.)

Manages the day-to-day operation of the Town's Finance Department including supervision of staff, establishing and maintaining operating procedures, and making recommendations for improvement of operations;

Assigns and supervises staff activities involved in budget preparation, including cost projections on departmental requests, revenue projections, and forecasting tax impact of debt services;

Administers the Town's purchasing operations assuring compliance with all State and local laws;

Participates as a member of the Town's negotiating team;

Prepares financial analysis and projections for proposals;

Serves as liaison between the Town's Finance Department and other Town departments to resolve areas of concerns.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of established accounting procedures and the "Uniform System of Accounts for Towns"; good knowledge of automated budgeting and accounting systems and software; good knowledge of the procedures of budget development and control; good knowledge of New York State Municipal Code; ability to prepare financial analysis and projections; ability to negotiate; ability to communicate effectively both orally and in writing; ability to supervise; ability to establish and maintain effective professional relationships; honesty; good judgment; integrity; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from a recognized college or university with a Bachelor's degree in Public or Business Administration, Economics, Finance, Political Science or Accounting, plus EITHER:

- (A) Eight (8) years professional experience in budget analysis, municipal management, accounting or auditing, one (1) year of which shall have involved supervision; OR,
- (B) A Master's degree in Public or Business Administration, Economics, Finance, Political Science or Accounting, plus four (4) years as described in (A) above, one (1) of which shall have involved supervision; OR,
- (C) Any equivalent combination of training and experience outlined in (A) and (B) above sufficient to indicate ability to do the work.

**ADOPTED:** October 8, 1998

**REVISED:** November 5, 1998

**REVISED:** July 10, 2008