

CITY OF CHATTANOOGA

Classification Specification Title: Deputy Administrator Finance

Department: Finance

Pay Grade: GS.19

Supervision Received From: City Finance Officer

FLSA Status: Exempt

**Supervisory Responsibility For: Budget Manager, City
City Treasurer, & Finance Mgr**

Established: 6/29/07

Revision Dates: 4/1/25;

10/20/23; 10/27/2017

CLASSIFICATION SUMMARY:

Incumbents in this classification must have the ability to collaborate effectively with City departments administrators, the Mayor's executive staff, City Council, and the community to provide effective and efficient services to the residents of Chattanooga. Incumbents in this classification are responsible for providing professional assistance to the CFO, and overseeing the operations of accounting, budget, court operations, and treasury.

Duties include: monitoring all expenditures of appropriations approved by the governing body; ensuring compliance with regulations and budget guidelines; analyzing and interpreting internal and external financial information and documents to provide recommendations to the Finance Administrator; assisting in the development and oversight of the City's annual financial plan and reporting, including but not limited to: the Comprehensive Annual Budget Report, the Comprehensive Annual Financial Report, SEC disclosures for the City's debt and all other required external financial reporting; and, formulating policies and procedures for the Finance Department and other City departments. Work is performed with general direction, working from broad goals and policies.

SERIES LEVEL:

The Deputy Administrator, Finance is the first level of a two-level executive management series in the Finance Department.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Presents information to Mayor's executive staff and City Council, serves as Mayoral appointee on City Boards as required. Supervises Finance Department staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations.

Assists in directing activities and operations associated with financial operations for the City, which includes: planning, coordinating, administering, and evaluating programs, projects, strategic planning, processes, procedures, systems, standards, and/or service offerings; ensuring

compliance with Federal, State, and Local laws, regulations, codes, and/or standards; coordinating activities between multiple service areas; and, working to integrate and coordinate service areas.

Directs the preparation of financial reporting for the City, including the preparation of the Comprehensive Annual Financial Report, SEC disclosures, Municipal Debt Official Statement, and/or other related items.

Approves expenditures, ensuring compliance with applicable regulations and guidelines.

Analyzes and interprets complex financial information and documents; makes recommendations to executive management on findings; provides guidance and expertise to internal departments on correcting problematic situations or applying sound financial treatment to issues.

Manages a variety of non-routine, complex projects related to financial operations as assigned. Assists in overseeing the preparation of the annual operating and capital budgets for the City.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's degree in Finance, Accounting or related field and seven (7) years of field experience related to managerial financial operations, public sector accounting, and other related management/supervisory experience; or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS:

Certified Public Accountant (CPA) Preferred.

A valid Driver's License.

KNOWLEDGE AND SKILLS:

Knowledge of managerial principles; advanced governmental accounting principles and practices; project management principles; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies, procedures and standards; fund accounting systems and principles; advanced internal control practices; advanced financial analysis principles and methods; Generally Accepted Accounting Principles (GAAP); research methods and techniques; automated financial systems and policy and procedure development and implementation practices.

Skill in monitoring and evaluating the work of subordinate staff; prioritizing and assigning work; understanding multiple objectives and assessing optimal courses of action; performing mathematical calculations; preparing and analyzing complex financial reports; reading,

comprehending and reviewing financial information; managing projects; managing and adapting to a rapidly changing environment; interpreting and applying applicable laws, ordinances, codes, rules, regulations, policies and procedures; analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and making recommendations in support of organizational goals; handling multiple tasks simultaneously; monitoring and evaluating accounting, payroll and disbursement functions; collaborating with external agencies and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require fingering, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee 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 encourage both prospective and current employees to discuss potential accommodations with the employer.