

CITY OF CHATTANOOGA

Classification Specification Title: Director Development and Finance

Department: Public Library

Pay Grade: GS.14

Supervision Received From: Executive Director

FLSA Status: Exempt

Supervisory Responsibility For: Library Accts Coord; Fiscal

Established: 7/1/24

Tech., Head Librarian, Fiscal Analyst, Accounting Tech,

Revision Date: 4/1/25

Admin. Support Spec.

CLASSIFICATION SUMMARY:

Incumbents in this classification are responsible for directly and indirectly managing staff with financial responsibilities, and administering financial policies, programs, and processes within the assigned department. In addition to these core responsibilities, the role encompasses serving as the Library liaison for the Chattanooga Public Library Foundation, with a primary focus on development. Typical responsibilities include oversight and management of all processing, review, and reconciliation of a variety of personnel, payroll, procurement, accounting and accounts payable transactions and activities. Contribute to the development of departmental and organizational strategic plans by providing financial insights and recommendations. Help define long-term goals and objectives, as well as the financial resources required to achieve them.

Duties include applying City Policies to develop and write procedures; maintaining compliance with federal, state, and local laws; creating and maintaining division budget; monitoring those budgets and expenditures, as well as compliance with rules, regulations, and administration directive. Works under limited supervision and uses independent judgment and discretion.

SERIES LEVEL:

This is a stand-alone position.

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.)

Propose, develop, implement, administer, and evaluate a wide variety of activities, events, and programs aimed at securing support from the Foundation. These programs should align with the Foundation's objectives while advancing the Library's mission.

Provide leadership in financial tracking and communication of development strategies, guiding efforts to expand support for the Library.

Contribute to the development and implementation of strategic plans and initiatives that support the long-term growth and sustainability of the Library's programs and services.

Engage with the community to understand its needs and preferences, integrating community feedback into program development and strategic decision-making processes.

Evaluate the effectiveness of programs and initiatives, collecting data, analyzing outcomes, and preparing reports to assess impact and inform future planning efforts.

Directs 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.

Compiles, monitors, and controls expenditures and manages financial operations data.

Directs all activities and operations of requisitioning, receiving, reconciliation, pay clerk/payroll, revenue funds, cash handling, supply and equipment inventory management/fulfillment, SME and fixed asset inventory, records retention, grant management which includes planning, coordinating, administering and evaluating programs, projects, processes, procedures, goals, objectives, systems and/or standards.

Ensures compliance with Federal, State and Local laws, regulations, codes, standards, policies and procedures.

Prepares annual and/or capital department budgets for recommendations to the executive staff, applicable Boards, Mayor and City Council which includes developing budget requests and packages.

Comparing budgets to actual expenditures and overseeing fiscal operations.

Assists department in developing budget forecasts; preparing and administering budgets; prepares cost estimates for budget recommendations; submits justifications for budget items, developing budget policies, calendars, guidelines and instructions.

Facilitating budget meetings and the preparation of related materials; preparing presentations for executive staff and performing related activities and ensuring budget compliance with State regulations.

Assists in the adoption of the annual operating and capital budget for all divisions within the assigned department, as well as the overall department, which includes formulating, interpreting and establishing relevant budget information; establishing the budget calendar and timelines.

Providing direction to fiscal coordinators and staff on developing annual budget, planning and coordinating budget review by applicable executive staff, applicable Boards, the City Council, the Mayor and the general public and preparing budget presentations.

Reviews operating and capital budgets to analyze trends affecting budget needs; ensures adjustments are made in accordance with program changes in order to facilitate long-term planning; prepares comparative analysis of operating programs by analyzing costs in relation to services performed during previous fiscal years and recommends budget revisions.

Analyzes departmental and/or capital project budget performance and/or variances, monitors performance in the execution of the budget for departments; determines and manages availability of funds for departmental requisitions and vouchers, as well as contracts and approvals, including the preparation of payment vouchers, requisitions, bid specifications, journal vouchers and process resolutions.

Designs reporting to facilitate the analysis, research and compilation of financial data and accounting records to communicate accounting information to upper management.

Examines financial data to assist in management decisions; presents written and oral summaries of analytical research and findings to departments and management.

Participates in/on a variety of meetings, committees, task forces and/or other related groups in order to receive and/or convey information.

Projects revenues and closely tracks the economy at the national, state and local levels comparing growth in the economy to revenue streams and providing principal economic research and forecasting.

Prepares monthly expenditure projections based on actual spending data to identify trends and recommend corrective action if necessary and communicate the analysis to division administrators.

Responds to requests for information and complaints from the general public; elevates issues when appropriate.

Monitors and maintains the personnel system which includes updating personnel positions, verifying positions and monitoring vacancies to ensure position authorization as specified by the budget ordinance; prepares related reports.

Collaborates with Information Technology personnel to troubleshoot and resolve problems associated with software, systems and processes related to budget activities.

Investigates and resolves complex software related posting errors, reporting errors and general ledger discrepancies.

Performs a variety of special projects as assigned ensuring timely completion.

Schedules, coordinates and participates in/on a variety of internal/external meetings, public forums, training sessions, committees and/or other related groups in order to receive and convey information.

Processes a variety of documentation associated with departmental operations, per established procedures and within designated timeframes, distributes documentation and retains records.

Solicits prospects for donation, sponsorships, grants and underwriting

Tracks donor levels, oversees recognition, and writes gift acknowledgement statements.

Knowledge of tax laws and other technical aspects of estate planning, develops and manages strategy to increase planned gifts; identifies prospects for further engagement for securing planned gifts.

Proposes policies and procedures to ensure data integrity, database management, pledge billings, and timely acknowledgement of donor gifts.

Regarding projects and activities made possible by raised funds: will develop, administer, and prepare budget, monthly and quarterly contributed income reports, projections, analysis, reconciliations, and other necessary documents.

Writes support narratives for budgets and monitors performance against budget.

When appropriate, trains and leads Library management, staff, and volunteers in the execution of fundraising activities.

Prepares and compiles a variety of statistics in the assigned area of responsibility. Understand performance metrics and make efforts to improve them.

Participates in a variety of meetings, committees, and/or other related groups in order to receive and convey information.

Travels to various locations to execute job duties. Listens to feedback and takes constructive action. Gives basic direction and feedback to other Library employees.

Prioritizes patrons and tasks with attention to detail. Communicates effectively at all levels. Considers the impact of actions on individuals, teams and the organization.

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):

Incumbents in this classification are a part of the Library's executive team, Library Board Finance Committee, Library Board of Directors Meeting, Library Liaison for the Chattanooga Public Library Foundation, and collaborates and consults with departments City-wide.

MINIMUM QUALIFICATIONS: Bachelor's Degree in Accounting, Finance or related field and six (6) years of progressively responsible professional accounting and supervisory experience, or any combination of equivalent experience and education.

LICENSING AND CERTIFICATIONS: Certified Public Accountant Certification or Certified Municipal Finance Officer required.

SUPPLEMENTAL INFORMATION:

KNOWLEDGE & SKILLS: Knowledge of supervisory, managerial and leadership principles; municipal government structures and operations; governmental financial reporting requirements; applicable Federal, State and Local laws, ordinances, codes, rules, regulations, policies, procedures and standards; fund accounting systems and principles; advances financial analysis principles and methods; research methods and techniques; automated financial systems and policy and procedure development and implementation practices; financial and governmental accounting principles and practices; statistical methods budgeting principles and practices; strategic planning principles; project planning tools; inventory management principles; problem-solving methods; workflow and process analysis methods.

Skill in monitoring the work of subordinate staff; prioritizing and assigning work; formulating large, multi-level budgets; performing mathematical calculations; reconciling accounts; analyzing financial data and information; preparing budget forecasts; conducting research; interpreting and applying applicable laws, codes, rules, regulations, policies and procedures; managing projects; using a computer and related software applications; preparing reports; interpreting, analyzing and exercising independent and decisive judgment and communication

and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, 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: Dependent upon assignment

Department of Transportation CDL: N

Child Sensitive: Depending on assignment

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.