

# **CITY OF CHATTANOOGA**

## **Classification Specification Title: Director Financial Operations**

**Department: Public Works**

**Pay Grade: GS.14**

**Supervision Received From:**

**FLSA Status: Exempt**

**Supervisory Responsibility For:**

**Established:**

**Revision Dates: 4/1/25;  
10/20/23**

### **CLASSIFICATION SUMMARY:**

Incumbents in this classification are responsible for managing and supervising the administrative operations pertaining to financial responsibilities, cross-departmental strategic initiatives, continuous improvement, and administering financial policies and programs. Responsibilities include fiscal, purchasing and grant oversight functions, maintaining compliance with federal, state, and local laws; creating and maintaining the division budget; monitoring those budgets and expenditures. Leads and manages a small team. Work requires very limited supervision and the use of 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.)*

Supervises 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.

Manages the day-to-day activities and operations which includes planning, coordinating, administering and evaluating a City departments programs, projects, processes, procedures, goals, objectives, systems and/or standards; ensures compliance with Federal, State and Local laws, regulations, codes, standards, policies and procedures.

Oversight of department's personnel activities, including staffing, hiring process, employee actions, employee evaluations, discipline, salary administration and employee relations in conjunction with the City's Human Resource Department.

Works as the department's liaison with Human Resources for collaboration on policies and required approvals.

Oversees the financial activities of the department which includes tracking and monitoring expenditures for compliance with approved budget; supplying external auditors with appropriate financial records; performing internal financial audits and reviewing findings with applicable internal staff; managing the petty cash fund and coordinating activities with the Finance Department.

Oversees annual and/or capital department budgets for recommendations to the Mayor and City Council which includes developing budget requests and packages; comparing budgets to actual expenditures and overseeing fiscal operations; directs department in developing budget forecasts; developing budget policies, calendars, guidelines and instructions; directs the facilitation of budget meetings and the preparation of related materials; making presentations for executive staff and performing related activities; and ensuring budget compliance with State regulations.

Oversees departmental and/or capital project budget performance and/or variances, monitors performance in the execution of the budget for departments; determines 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.

Oversees the developing and monitoring department public relations.

Prepares, submits and manages grant funds which includes preparing grant work plans; assisting in the preparation and justification of special grant requests; submitting budget applications with applicable agencies; participating in final grant negotiations; preparing applicable reports; maintaining related records and performing other applicable duties.

Oversees procurement activities for the department which includes managing the processing of requisitions and purchase orders; resolving purchasing problems; expediting requisitions and performing other related activities.

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

Manages the progress and implementation of traffic operations projects.

Collaborates with and coordinates activities with other internal departments, citizens and external agencies.

Participates in special projects including research of new programs and services, budget analysis and preparation; prepares and presents reports detailing findings and recommendations.

Conducts complex analysis, researches projects, and studies and reviews analytical activities within the department.

Participates in community outreach and education efforts.

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.

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Performs other duties as assigned.

#### **SUPERVISORY/BUDGET RESPONSIBILITIES:**

Supervisory responsibility over Managers and other departmental staff.

#### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in public policy, business administration, finance, engineering, or related field (or equivalent) and seven (7) years of experience in operations, business management, finance, administration; or planning, procurement, deployment, and support of operations. or any combination of equivalent experience and education. Experience in graphic design preferred.

#### **LICENSING AND CERTIFICATIONS:**

May be required depending on the area of assignment.

#### **KNOWLEDGE AND SKILLS:**

Knowledge of supervisory principles; 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; 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; 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, 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.