

THE CITY OF LOS ANGELES



CIVIL SERVICE COMMISSION

CLASS SPECIFICATION

10/27/00

CHIEF FINANCIAL OFFICER, 9230

Summary of Duties: Plans, organizes and directs the work of subordinate supervisors engaged in managing the financial affairs of a City department; formulates long and short range fiscal management programs; develops financial resources for capital improvement projects; may direct a department's accounting, treasury management, financial analysis, and risk management activities; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibility; and does related work.

Distinguishing Features: A Chief Financial Officer is responsible for directing the financial activities of a department including functions such as budget, accounting, grants administration, and risk management. Incumbents of this class typically report to either the department's general manager or an assistant general manager and are responsible for the presentation of reports and recommendations upon which the department's financial policies are based. Assignments normally are given in terms of broad objectives and results are evaluated based on the results achieved.

Example of Duties:

- Proposes, formulates and directs the preparation of complex analysis, reports and recommendations regarding all departmental financial matters;
- Determines and monitors departmental short and long term financial goals, ensuring the meting of such goals and taking corrective action when necessary;
- Establishers departmental accounting and financial policies, methods, and plans subject to approval of the department's policy making body;
- Reviews all budget requests and formulates departmental operating and capital improvement budgets;
- Directs, through subordinate division level supervisors, the management of a department's fiscal matters;
- Directs administration of departmental budgets;
- Directs the development of appropriate rates and charges related to departmental operations;
- Directs management of revenue producing operations and concessions;
- Oversees departmental risk management, accounting, payroll, auditing, grants administration, and financial management information systems;
- Represents the department at various meetings with the Mayor, City Council, and other bodies and officials on financial matters;
- Oversees the preparation of and approves of comprehensive proposals, contracts, and applications for grant funds;
- Directs investigations and studies, and oversees analysis and preparation of reports and

- recommendations on highly controversial and complex budgetary and grants problems;
- Approves proposals, contracts, and applications for concession operations;
- Communicates equal employment/affirmative action information to employees;
- Applies job-related criteria in selecting, orientating, assigning, training, counseling, evaluating and discipline subordinates;
- Assists employees in preparing for promotion as described in the City's Affirmative Action Program;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

- Principles, practices, methods, and techniques of public administration and financial management;
- City budget, financial, grants, and contract administration rules, laws, obligations, and practices;
- Principles and methods of accounting, auditing, and cost accounting;
- Principles, practices, methods, and techniques related to risk management;
- Supervisory principles and practices, including planning, delegating and controlling the work of subordinates;
- Techniques of training, instructing and evaluation of subordinate work performance;
- Techniques for counseling, disciplining, and motivating subordinate personnel;
- Procedures for grievance handling;
- Supervisory responsibility for equal employment opportunity and affirmative action as set forth in the City's Affirmative Action Program;
- Effective safety principles and practices;
- Memoranda of understanding as they apply to subordinate personnel;
- City personnel rules, policies, and procedures.

Ability to:

- Formulate long and short range financial plans;
- Identify problems and develop solutions related to budgets, finance, contract administration, accounting, and grants administration;
- Deal tactfully and effectively with a wide variety of officials, managers, and subordinate employees;
- Prepare effective written reports and correspondence;
- Make effective oral presentations to individuals and groups;
- Establish and maintain a work environment to enhance both employee morale and productivity.

Requirements: Graduation from a recognized four year college or university; **and** three years of full time paid experience as a Financial Manager or Chief Management Analyst, or in a class at least at that level, managing or assisting in the managing of financial activities of a

department or an organization with a budget of at least \$100 million annually.

Note: A Masters degree in business administration, accounting, or finance is desired but not required.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.