

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF FINANCE DIRECTOR, ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION AND REPEALING ORDINANCE NO. 130-2014.

WHEREAS, it has been recommended by the Human Resources Committee that a revised job description for the position of Finance Director be adopted.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Finance Director shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That Ordinance No. 130-2014 is hereby repealed.

Section No. 3: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 4: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

PASSED: 10/24/2022

/s/ Martin E. O'Donnell

President of Council

POSTED: 10/28/2022

APPROVED: 10/25/2022

ATTEST: /s/ Valerie E. Rosmarin

Clerk of Council

/s/ Gregory J. Zilka

Mayor

CITY OF AVON LAKE

POSITION DESCRIPTION

Director of Finance

Job Title: Director of Finance

Department: Finance

Immediate Supervisor: Mayor

Positions Supervised: Finance Department

FLSA Status: Exempt

Bargaining Unit: None

Civil Service Status: Unclassified

JOB RESPONSIBILITIES

Under the direction of the Mayor and Council, the Finance Director shall be the Chief Fiscal Officer of the City of Avon Lake. He/she shall carry out all powers and duties as provided in the City Charter and as may be provided by ordinance. He/she shall supervise and keep all financial records and accounts of the Municipality and Municipal Utilities and the departments thereof. He/she shall maintain an accurate accounting of all taxes, assessments, monies due, and receipts and disbursements made by the Municipality and Municipal Utilities. He/she shall maintain a record of all appropriations and transfers of funds made by City Council. He/she shall examine and approve, if in proper form, the payroll, bills, and other claims upon the Municipality and Municipal Utilities. He/she shall advise the Mayor and Council in the preparation of estimates, budgets, and appropriations. He/she shall maintain an effective contract administration program and negotiate and modify vendor contracts. He/she shall act as a liaison with the Utilities Department in the reconciliation of bank statements. He/she shall be responsible for the preparation of documents such as notes for loans or bonds, annual audits, and ACFR within fund balances approved by City Council. He/she shall execute all other related duties as assigned by City Council. He/she shall act as the Contract Administrator for the City.

QUALIFICATIONS

The Director of Finance shall have graduated from an accredited college or university with a major in Accounting or Finance Administration, including courses in public administration, business administration, or economics.

GENERAL DUTIES

The Director of Finance shall fulfill the following responsibilities with essential functions being noted by an “*”:

1. *Preparing, submitting, and maintaining the Annual Budget when approved by the Mayor and City Council, and submitting of same to the County Budget Commission.
2. *Maintaining an accurate record of all taxes, assessments, and all monies due the City.
3. *Evaluating and reviewing all revenue records about the Annual Budget and budget forecast.
4. *Auditing annually all the financial records of the City departments, including periodic audits of the assigned petty cash funds.
5. * Reviewing and approving all vouchers for payment for conformance with appropriations, the Charter, and Ohio law.
6. *Signing all checks for payment.
7. *Serving as the City Payroll Officer.
8. *Serving on the Income Tax Board of Review.
9. *Assuring the function of the Records Commission, as provided by state law regarding the retention and disposal of city records.
10. *Maintaining and reviewing related matters dealing with the debt limit of the City with Bond Counsel and/or Law Director.
11. *Maintaining accurate records of all tax assessments with the County Auditor and preparing necessary paperwork on assessments with the City's Bond Counsel.
12. *Maintaining a listing of City assets, including motor vehicles, real estate property, infrastructure and contractual documents.
13. *Maintaining the City's motor vehicle files, correspondence thereto, and certificates of title.
14. * Examining all daily deposits for each department and ensuring deposits are made within 24 hours of collection, as required by state law.
15. *Maintaining and preparing all correspondence regarding general liability and property insurance coverage for the City.
16. *Preparing, approving, and distributing all of the state reports from the Finance Department and Mayor's Office.
17. *Consulting with other department heads, the Mayor, and City Council on changes to the City IT systems.
18. *Monitoring all bid openings to ensure compliance with the Ohio Revised Code.

19. *Establishing the required systems and procedures for all internal accounting controls for City departments.
20. * Contract Administration – Maintaining an effective contract administration program to include all major complex contracts, while interfacing with City Management on contract administration issues:
 - Manage all aspects of the preparation and award of design agreements as well as the preparation, bid, and award of construction contracts.
 - Ensure contract administration includes adherence to all applicable laws, rules, regulations, and City Ordinances.
 - Oversee the monitoring of contractor compliance with prevailing wage apprenticeship standards and other legal requirements.
 - Review the form and content of construction documents, technical specifications, and design agreements.
 - Resolve contract-related disputes (bid protests; bid irregularities).
 - Consult with the Mayor, Law Director, and City Council as needed on contractual matters.
 - Consult with management and outside professionals to identify specific needs of construction projects and develop legally binding, policy-compliant contracts that address said needs.
 - Represent the City in negotiating/addressing contract administration issues with private sector business executives and contractors.
 - Act as an agent of City Council in reviewing, negotiating, and modifying vendor contracts.
 - Resolve issues and make decisions independently with minimal guidance.
21. *Attending meetings, with the approval of the Mayor and Council, regarding municipal finance.
22. *Recommending the goals and objectives of his/her department to the City Council Finance Committee.
23. *Certifying available funds for purchase order issuance.
24. *Acting as the City Fair Housing Officer.
25. *Performing additional duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

A. Knowledge and Training;

The Director of Finance shall meet the following requirements of knowledge and training:

1. Working knowledge of the principles and modern practices of: accounting following GAAP and GASB Rules, budgeting, finance, administration, management, departmental organization, supervision and training of departmental personnel, cost analysis, cash flow, forecasting, cash management, purchasing, investment practices, and special municipal funds.
2. Working familiarity with the county, state, and federal laws affecting Ohio cities.

B. Abilities:

The Director of Finance shall have the ability to:

1. Plan the work of the department.
2. Train and supervise personnel.
3. Communicate effectively, both orally and in written reports.
4. Maintain effective working relationships with City officials, department heads and operating personnel, and other governmental agencies.
5. Oversee the overall departmental management and programming, planning, and analysis.
6. Coordinate and review the preparation of accurate financial statements and financial reports.

C. Experience:

The Director of Finance shall have at least ten (10) years of satisfactory administrative accounting experience. It is desired that five (5) years have been spent in government accounting.

D. Education:

The Director of Finance shall have graduated from an accredited college or university with a major in accounting or finance administration, including courses in public administration, business administration, or economics. An Ohio CPA license is preferred.

E. Physical & Mental Demands:

The Director of Finance shall pass a pre-employment physical examination and a drug screening test. The various tests of the examination shall be determined by the Mayor or his designee, with the approval of City Council. The pre-employment examination shall be paid for by the City. The mental demands of the position require a high mental application for complex problems. The Director of Finance shall work at the convenience of the Mayor and Council. He/she is required to attend all regular and special meetings and work sessions of City Council.

F. Supervision of Subordinates:

The Director of Finance shall supervise the department's employees in performing the following functions:

1. The preparation of all financial statements and reports to City Council, the Mayor, and City Departments showing actual expenditures, monthly year-to-date, balances, and other necessary data deemed necessary by the Mayor and Council.
2. The preparation of reports for the city, council, state, and federal governments.
3. The maintenance of personnel compensation records and employment reports.
4. The preparation of warrants when vouchers are in the proper form for payment.

WORK ENVIRONMENT

Work is performed primarily on-site in the office during the day or night and secondarily in off-site office and field locations as required.

Salary range - As determined by Codified Ordinances.

Benefits - As determined by Codified Ordinances.