

DEPUTY DIRECTOR, CHIEF FINANCIAL OFFICER

(Range 138)

DEFINITION

Provides executive leadership and administration in the development and operation of the Library District's budget, finance, and financial/performance auditing functions. Directs other administrative operations including Purchasing and Contracts.

SUPERVISION RECEIVED AND EXERCISED

This is a contract position that serves at the pleasure of the Executive Director.

Receives administrative direction from the Executive Director.

Exercises general supervision over the Business Office, which includes Purchasing and Contracts.

ESSENTIAL AND MARGINAL FUNCTIONS--Essential and marginal functions and responsibilities may include, but are not limited to the following:

Essential Functions:

1. Directs the daily operation of the Business Office, and ensures the efficient and cost effective operation of all other assigned departments.
2. Develops, interprets, and implements policies and procedures for the Library District and subordinate departments.
3. Develops operational goals and objectives for the supervised departments and monitors progress toward accomplishment of goals.
4. Attends meetings, conferences, and hearings for the purpose of representing the Library District, presenting recommendations, acquiring information, or implementing District policy.
5. Ensures compliance of all pertinent Federal, State, and Local laws, regulations, and ordinances as well as all Library District policies and procedures.
6. Prepares Library District property tax levies for authorization by the Board of Trustees and submission to appropriate State, County or City departments of taxation for execution.
7. Utilizes professional accounting skills for generating various accurate, timely, and comprehensive reports for the Executive Director and Board of Trustees, reflecting the financial status of various departments, accounts, and/or entities.
8. Monitors contract compliance, grant reports, and accounts payable and receivable.
9. Acts as Paying Agent for all debt service payments and develops debt policy.
10. Prepares and publishes reports as required to include a popular and State of Nevada required annual budget and a comprehensive annual financial report.
11. Ensures the timely processing of Federal and State payroll reports.

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12. Coordinates the annual audit.
13. Prepares and submits comprehensive annual financial reports for the Library District.
14. Balances all bank and investment accounts.
15. Oversees the organization and deposits of incoming monies from various sources to designated departments/accounts.
16. Invests Library District funds in compliance with the District's investment policy.
17. Prepares and submits reports and memoranda to the Executive Director, Board of Trustees, and Library District staff and management.
18. Prepares, submits, and maintains the Library District's budget and adheres to established Library District objectives in such.
19. Resolves a wide range of routine and non-routine issues and difficult situations including fund and appropriations transfers, Library District budget problems, and explanation of District budget discrepancies to the Board of Trustees.
20. Monitors and administers automated time-record keeping system.
21. Coordinates payroll production.
22. Utilizing professional accounting skills, establishes and maintains internal control systems to monitor all accounting and payroll functions of the Business Office.
23. Conducts research, procedural, and administrative studies and prepares reports, recommending solutions or courses of action.
24. Attends various library meetings to present recommendations and acquire information.
25. Attends or conducts staff, Board, and other miscellaneous meetings.
26. Serves on the Library District's Executive Council.
27. Participates on interview panels and selects staff for the departments supervised.
28. Directs and supervises subordinate staff including training, working with staff to correct deficiencies, disciplining, and completing performance evaluations.
29. Develops and implements internal control procedures.
30. Exercises decision making skills.
31. Interacts extensively in person, over the telephone, and via e-mail with Library District staff and management and outside agencies.
32. Responds to inquiries and complaints in a courteous and timely manner.
33. Utilizes personal computers, the Internet, and e-mail.

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34. Operates office equipment including but not limited to: adding machine/calculator, copy machine, telephone, facsimile machine, and check writing-signing machine.
35. Stays abreast of new trends and innovations in the field of purchasing and contracts administration as well as risk management analysis, accounting and budget administration and facilities maintenance.

Marginal Functions:

1. Attends and participates in professional group meetings and seminars.
2. Participates in committee work when needed.
3. Ensures completion of employee leave request forms.
4. Attends and participates in professional association meetings and seminars.
5. Performs related duties and responsibilities as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

1. Policies and procedures of contract management.
2. Construction project coordination and implementation, and planning methods and techniques.
3. The operational requirements of a wide variety of commercial building systems.
4. Current trends and developments in the field of facilities management.
5. Professional accounting principles and practices including GASB, FASB and NGFOA recommended practices.
6. American Institute of Certified Public Accountants professional standards and practices.
7. The principles of budget development, preparation, administration, and control.
8. Laws and regulations governing state and municipal taxation, finance and auditing.
9. Investment principles and research methodology for effective monitoring of diversified funds allocation.
10. Current trends and developments in the field of accounting and budget administration.
11. Pertinent Federal, State, and Local laws, regulations, and ordinances.
12. Effective supervisory techniques and practices.
13. Research techniques and the sources and availability of current information.
14. Library District and departmental policies and procedures.

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15. Library District terminology and functions.
16. Correct English usage, spelling, punctuation, and grammar.
17. Complex record keeping and report preparation principles and methods.
18. Lotus 1-2-3, Symphony, MS Word, DOS, Windows NT, Excel, and accounting software.

Ability to:

1. Develop long-range financial plans.
2. Establish and maintain effective working relationships with those contacted in the course of work.
3. Analyze and interpret complex and technical materials.
4. Direct and evaluate complex projects in process for efficient results.
5. Perform multiple tasks concurrently.
6. Work quickly and accurately.
7. Exercise initiative and discretion.
8. Supervise and direct the work of subordinate staff.
9. Accept and manage change and maintain flexibility.
10. Work under pressure and meet deadlines.
11. Interpret, explain, and apply Library District and Department policies and procedures.
12. Work both independently and as part of a team.
13. Understand and follow oral and written instructions.
14. Plan, organize, and conduct meetings.
15. Communicate clearly and concisely, both orally and in writing.
16. Effectively communicate with and elicit information from difficult, upset and irate individuals.
17. Maintain the mental capacity for making sound decisions and demonstrating intellectual capabilities.
18. Maintain the physical condition appropriate to the performance of assigned duties and responsibilities which may include:

--standing, walking, or sitting for extended periods of time;

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- bending, reaching, stooping, and pushing;
- lifting and carrying;
- operating assigned equipment.

19. Maintain effective auditory and visual perception needed for:

- making observations;
- communicating with others;
- reading and writing;
- operating assigned equipment.

Skilled in:

1. Use of personal computers and associated software.
2. Use of general office equipment.

QUALIFICATIONS

Training and Experience:

Graduation from an accredited four (4) year college or university with a Bachelor's degree in Business Administration or related field, including or supplemented by twenty-four (24) semester hours in accounting required; eight (8) years governmental fund accounting experience which includes complex municipal revenue estimating and monitoring experience, including property tax levy calculations, six (6) years of which must have been in a supervisory capacity required; or an equivalent combination of training, education, and experience that provides the necessary knowledge, skills and abilities.

Physical Requirements:

Essential and marginal functions may require maintaining a physical condition necessary for standing and walking, frequent light lifting (5 - 10 pounds), occasional moderate lifting (11 - 20 pounds) and moderately heavy lifting (50 - 100 pounds); occasional bending, stooping, and reaching; minimal dexterity in the use of fingers, limbs, or body in the operation of office equipment; utilizing a keyboard, and sitting, or standing for extended periods of time.

Tasks require visual perception and oral communications ability.

Environmental Requirements:

Tasks are performed without exposure to adverse environmental conditions.

License, Certificate, or Special Requirements:

Possession of, or the ability to obtain, a valid Nevada Driver's License at the time of hire.

FLSA: EXEMPT

CBA: NONE

DEVELOPED: DECEMBER 16, 1998

**REVISED: FEBRUARY 11, 1999
JANUARY 8, 1999
OCTOBER 1, 2001
MAY 16, 2002
APRIL 24, 2008**