



REPORT TO MAYOR AND CITY COUNCIL

AGENDA ITEM

TO: THE HONORABLE MAYOR
AND CITY COUNCIL

DATE: October 7, 2008

SUBJECT: Approve Finance Officer and Sports Manager Job Classifications and Salary Ranges

Report in Brief

City staff has evaluated Department staffing needs as a result of the approved 2008/2009 Budget, staff changes, and new program requirements. As a result of not filling the Finance Director position it is proposed that a new job classification “Finance Officer” be created to oversee the technical aspects of the Finance Department and replace the current Assistant Finance Director position. New sport facilities and program oversight requirements also necessitate a new job classification. Therefore, the approved 2008/2009 Budget included a new job classification “Sports Manager” to manage sport facilities and aquatic and sport programs.

Staff recommends that the City Council approve the Finance Officer and Sports Manager job classifications and salary ranges.

Background

Finance Officer: With the departure of the Finance Director and the decision to not fill the position, the administrative functions of the Finance Director position were assigned to the Director of Administrative Services and the technical responsibilities were shifted to the Assistant Director of Finance. As a result of these reassignments, it has been determined that a new job classification “Finance Officer” is needed to capture the new duties of the combined technical responsibilities of the Assistant Finance Director and the Finance Director classifications.

Sports Manager: Existing sports and aquatic programs are currently organized and implemented by a Recreation Supervisor and an Aquatics Supervisor, respectively. The expanded Sports Park (Phase I) will be open for public use in November 2008. The expanded facilities and associated job responsibilities of managing this new facility as well as the current level of sports and aquatics programs exceeds the job duties of current job classifications. The anticipated management and oversight needs of the new facilities and existing duties associated with sports and aquatic programs

were taken into consideration during the preparation of the 2008/2009 Budget. Therefore, the approved budget included the addition of a new position “Sports Manager”.

Discussion

Finance Officer: The Finance Officer will retain the current Assistant Finance Director duties and responsibilities (accounting, budgeting, and associated fiscal areas of the Finance Department) and add a majority of those previously under the Finance Director purview. The proposed job description establishes the specific duties and qualifications for this new classification. The position will include all of the essential functions relating to accounting, treasury management, revenue and licensing, capital management, redevelopment finance, and purchasing. The Finance Officer will also serve as the City Treasurer which is a mandated position within the City. The proposed pay range for the Finance Officer is MM 141 (\$7151.42-\$8692.60). The Mid-Management Professional Association has approved the job description and salary.

Sports Manager: As a result of new facilities and a shifting of responsibilities for sports and aquatic programs, it was determined that a new job classification “Sports Manager” was needed. The proposed job description establishes the specific duties and qualifications for this new classification. The major job responsibilities of this position will include the overall management of the City of Woodland’s two pools, adult & youth sport programs and scheduling of the new sports park. Additionally, this job will require the person to attend commission and/or Council meetings as well as working extra hours at the facility depending on program needs. The person will be developing the budgets for multiple major program areas, hiring staff, and supervising both full time and part time staff. The proposed pay range for the Sports Manager is MM 125 (\$4817.38-\$5855.55). The Mid-Management Professional Association has approved the job description and salary.

Fiscal Impact

Finance Officer: The merging of the Assistant Finance Director duties with the technical duties of the Finance Director position to create the Finance Officer position will result in a budget impact for the 2008/2009 Fiscal Year of \$3,100. The funds will come from the existing Finance Department budget as they have an open position that will absorb the cost.

Sports Manager: This position is included in the approved 2008/2009 budget; therefore, there are no budget impacts.

It is important to note that the downsizing of the organization and related consolidation of management responsibilities will generate the need to review positions for reclassification and revised compensation. In every instance the additional compensation is more than offset by savings from the downsizing action.

Public Contact

Posting of the City Council agenda.

Recommendation for Action

Staff recommends that the City Council approve the Finance Officer and Sports Manager job classifications and salary ranges.

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Attachments: Finance Office Job Description
Sports Manager Job Description



FINANCE OFFICER

DEFINITION

To plan, organize and manage all fiscal operations of the City; provide a framework for financial planning and analysis to support the operation and management of all City departments and manage the Accounting and Purchasing Divisions.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Director of Administrative Services. Position exercises direct and indirect supervision of professional, technical, and clerical staff. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES: The following are typical illustrations of duties encompassed by the job class; not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS:

Plan, organize and manage the financial activities of the City, including accounting, treasury management, revenue and licensing, capital management, redevelopment finance, purchasing and related support services. Administer the City's operating and capital budgets, analyze revenue sources/projections, expenditure patterns, services delivery alternatives and economic forecasts. Participate in investment strategies; identify debt financing needs and approve investment transactions; coordinate and conduct municipal and assessment district bond sales; and maintain all bond administration and accounting. Ensure compliance with legislative, regulatory and judicial mandates, regulations and professional standards, including internal control policies and procedures, cost allocation plans and financial audits. Oversee fiscal service delivery to various City Departments/Agencies, including maintenance of fiscal records, preparation of monthly/annual financial statements, development of budgets, and/or financial analysis and presentations to Council and Boards. Provide technical and professional advice and recommendations related to levels of service in the Department and other related matters; coordinate special studies on a variety of complex problems which require a high degree of technical competence and political awareness. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Identify, establish and execute Department plans and policies. Participate in the implementation of department and inter-departmental systems, programs, or processes. Prepare and manage the preparation of various financial and statistical reports including investment reports to the City Council, state and federal reports, and expenditure and tax receipt reports. Oversee internal and external financial reporting and audit requirements. Oversee the City's purchasing and warehousing program, including

ensuring compliance by all City departments with purchasing requirements. Serve as City Treasurer; serve as Acting Director of Administrative Services as needed. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Comprehensive knowledge of municipal finance, accounting, budgeting, taxation/revenue forecasting, purchasing, treasury principles and techniques. Techniques utilized to administer public financing including certificates of participation, bonds, lease/purchases, assessment districts, etc. Laws regulating the financial administration of City government including the powers and responsibilities of a City Treasurer. Efficiently operate a financial software package and personal computer.

Skill to:

Analyze accounts, financial feasibility of projects and proposed programs; prepare complete and accurate reports and financial statements. Communicate clearly and concisely, in both oral and written form. Establish and maintain effective work relationships with those contacted in the performance of required duties. Research, analyze, and implement federal, state, and local rules and regulations.

Ability to:

Use financial, technological and staff resources effectively for the planning, programming, and promoting of services. Plan and manage the maintenance of the complete City financial records, analyze and interpret accounting records and data, develop and implement new and improved financial management systems; set priorities, work well under pressure and meet deadlines. Prepare informative financial reports; evaluate financial systems and formulate and install accounting procedures, forms, and records; analyze situations quickly and objectively in order to determine proper and timely course of action. Plan and supervise the work of employees.

Minimum Education and Experience:

Education:

Bachelor's Degree from an accredited college or university with major work in Accounting, Finance, Public or Business Administration, or a closely related field is required. A Master's Degree in Public or Business Administration or related field is preferred.

Experience:

Five years of increasingly responsible experience in governmental and/or financial management including accounting, budgeting and financial analysis or closely related field; at least two years of responsible administrative/management experience in a supervisory capacity. Government experience is highly desirable.

License or Certificate:

Possession of a valid California Driver's License, required upon hire.



SPORTS MANAGER

DEFINITION

To plan, organize and manage the operation of sports and aquatics programs and associated facilities and the gym, aerobics, and fitness center to include the supervision, coordination, evaluation, scheduling, and promotion of such programs and facilities.

SUPERVISION RECEIVED AND EXERCISED

General direction is provided by the Recreation Superintendent. Responsibilities include direct supervision of assigned subordinates. Exercises discretion and independent judgment with respect to assigned duties.

EXAMPLES OF DUTIES

The following are typical illustrations of duties encompassed by the job class, not an all-inclusive or limiting list:

ESSENTIAL JOB FUNCTIONS

Plan, organize, and manage the operation of sports and aquatics programs and associated facilities. Plan, organize, and manage the operation of the gym, aerobics, and fitness center. Manage the scheduling and coordination of athletic fields with public and sports organizations. Oversee the promotion of sports, aquatics, gym, aerobics, and fitness center programs to the public. Oversee the scheduling of tournaments and swim meets and a wide variety of sports and aquatic activities offered by the City. Make policy and procedure recommendations to the Recreation Superintendent. Develop and monitor assigned program budgets and authorize expenditures of assigned program budgets. Hire, train, supervise, and evaluate assigned staff, to include volunteers. Work closely with community organizations and committees. Prepare reports, maintain records and prepare grant proposals and procedure manuals. Regular and consistent attendance.

OTHER JOB FUNCTIONS

Interpret City and Department policies, rules, and regulations as appropriate. Serve as staff to the Parks and Recreation Commission and other committees when assigned. Receive, investigate, and respond to inquiries, complaints, and requests. Provide programming information for the Department's Activity Guide brochure. Serve as Acting Recreation Superintendent as assigned. Conduct, attend, and participate in all assigned staff meetings. Perform other job related duties as assigned.

QUALIFICATIONS

Knowledge of:

Philosophy, principles, and practice of public recreation programs and facilities including sports and aquatic programs and recreation centers. Sports program planning and implementation to include tournaments, basketball, volleyball, and other adult sports and activities. Athletic field scheduling. Public swimming pool program planning and implementation, including swim meets and other related swimming events and activities. Principles, practices, and methods of program development and management. First-aid methods and safety precautions related to general recreation programs and facilities. Principles of organization, administration, budget, and personnel management.

Skill to:

Communicate clearly and concisely, both orally and in writing. Supervise, train, and evaluate assigned staff. Establish and maintain effective work relationships with those contacted in the performance of required duties. Direct, supervise, coordinate, and evaluate sports and aquatic programs and recreation center staff. Develop and monitor assigned program budgets. Interpret and implement Department policies. Promote and maintain support for programs from the community and local organizations. Operate office equipment including computer and photocopier machine.

Minimum Education and Experience:

Education:

Bachelor's Degree from an accredited college or university with major work in recreation or a closely related field.

Experience:

Three years of increasingly responsible professional experience in the delivery of recreation, sports programs, and/or aquatics, including supervisory experience.

License or Certificate:

Required upon hire, the possession of a valid California Driver's License; possession and maintenance of a current American Red Cross First Aid for Lifeguards Certificate or equivalent, and a current American Red Cross CPR for the Professional Rescuer Certificate or equivalent, and a current American Red Cross Lifeguard Training Certificate or equivalent.

Recommended Requirements:

Possession and maintenance of a current American Red Cross Water Safety Instructor Certificate or equivalent and First Aid for Public Safety Personnel Certificate (Title 22). Possession and maintenance of a current American Red Cross Lifeguard Training Instructor Certificate or equivalent, and a current American Red Cross Water Safety Instructor Trainer Certificate or equivalent are desired.

Council Action: