

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Deputy Finance Director		
<b>Job Code:</b>	DD1511	<b>Job Family:</b>	Deputy Department Head
<b>Pay Grade</b>	308	<b>Date Created:</b>	07/15/2024
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Under the direction of the Chief Financial Services Officer, oversees and provides highly responsible and comprehensive financial oversight and operational oversight in one or more divisions of the Financial Services Management department (“FMS”). Directs and coordinates the formulation, presentation, publication, implementation and monitoring of City’s operating and capital budgets.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises senior level staff, which includes prioritizing and assigning work; conducts performance evaluations; ensures staff is trained; ensures employees follow policies and procedures; maintains a healthy and safe working environment; and makes hiring, termination, and disciplinary decisions or recommendations.
2. Provide financial expertise and guidance to City department managers, collaborating with cross-functional teams to conduct cost-benefit analysis, return on investment evaluations, and financial feasibility assessments for proposed projects, initiatives, and potential revenue-generating opportunities across the City.
3. Develop and maintain long-term financial plans for the City’s major funds; assess the impact of proposed financial strategies on the long-term fiscal health of individual funds; and assess compliance with applicable financial planning and reserve policies.
4. Monitor the economic landscape and variables influencing City finances and strategic planning, encompassing market conditions relevant to debt issuance, effects on City revenue trends, and related considerations.
5. Provides executive leadership for policies and strategies to maintain operational and financial integrity for each assigned service and/or operational area, and align with current and future business objectives, and support the mission of the City of Fort Worth.
6. Directs and leads a team charged with executing business strategies related to a combination of functions including human and financial management, organizational development, strategic planning, information technology and regulatory functions.

7. Directs, monitors and evaluates operational and financial performance and recommends and implements corrective measures in order to sustain the systems and financial integrity of the Department.
8. Directs the formulation, presentation, adoption, publication, development and administration of the City budget; assists in forecasting funds needed for staffing, equipment, materials and supplies; approves expenditures; participates in developing strategies for advancing goals and mission through allocation of resources; and implements budgetary adjustments as appropriate and necessary.
9. Administers assigned contracts; negotiates and prepares complex requests for proposals or contracts with external professional service providers and vendors; monitors work progress; and ensures adherence to project schedules and budgets.
10. Oversee in the design and implementation of new, integrated financial systems; participates in the acquisition, development and efficient and effective use of supporting systems and equipment; and maintains operations in a manner that meets the needs of the City-wide user base, as assigned
11. Perform related duties and responsibilities as required.
12. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
13. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Principles, practices, and methods of municipal finance and accounting.
  - Principles and procedures of management systems and reporting.
  - Principles of supervision, training and performance evaluation.
  - Principles of organizational analysis and design.
  - Principles and practices of program development and administration.
  - Pertinent Federal, State and City rules and regulations governing unit functions.
  - Pertinent Local, State and Federal Law and City ordinances.
  - City personnel policies and procedures.
  - Principles and procedures for developing goals, objectives and management plans.
  - Fiscal planning and budget preparation.
- **Skill in:**
  - Developing and implementing plans to achieve set goals and objectives.
  - Establishing and maintaining effective working relationships with Director, City Managers, City Council, other department directors, other city employees and the general public.
  - Organization and time management.
  - Computers and applicable software.

- Data analysis and problem solving.
  - Managing multiple programs, projects and tasks.
  - Collecting, analyzing and interpreting applicable research data.
- **Ability to:**
    - Communicate clearly and effectively, both orally and in writing.
    - Analyze and assess programs, policies and operational needs and make appropriate adjustments.
    - Plan, organize, direct and coordinate the work of subordinate staff.
    - Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
    - Prepare clear and concise administrative and financial reports.
    - Participate in the preparation and administration of large and complex budgets.
    - Establish and maintain effective working relationships.
    - Interpret and apply applicable federal, state and local policies, laws, and regulations.
    - Use computers and applicable software.

## **MINIMUM JOB REQUIREMENTS**

Bachelor's degree from an accredited college or university with major coursework in Public Administration, Business Administration, Economics, Accounting, or a related field and seven (7) years of increasingly responsible experience in finance or a closely related field, including four (4) years of administrative and supervisory responsibility.

## **OTHER REQUIREMENTS**

Valid Texas driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. 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.