

Job Title:	<b>Director of O.M.B.</b>
Job Description Number:	<b>4601</b>
Department/Division:	<b>OMB/Administration</b>
Exemption Status:	<b>Exempt</b>
Pay Grade:	<b>115</b>
Immediate Supervisor:	<b>City Manager</b>
Normal Work Schedule:	<b>Mon-Fri, 8 hours/day</b>

### **Brief Description of the Job:**

Responsible for developing and recommending financial, GIS, and IT strategies and fiscal policies for the City. Direct the department and its functional managers and outside vendors/contractors/providers of financial services. Oversee management contract for TD Convention Center.

### **Essential Functions:**

**Oversee and Supervise the Department and its Functional Managers (35%):** Manage and supervise functional managers responsible for budgeting, accounting, purchasing, revenue billing and collection, geographic information system, information technology, internal audit, risk management and business license functions of the City. Accounting function includes accounts payable, payroll, cash management, debt management, annual audit, and financial reporting. GIS function provides a variety of mapping applications for both internal and external users; maintain accurate and up to date inventory of City property, structures, addresses, road and other physical features. Information Technology function recommends, implements, and supports the City's technology needs. Risk Management function includes oversight of City's self-insurance programs for workers compensation, auto, property, and liability. Purchasing function includes oversight of management contract for TD Convention Center.

**Direct outside Vendors/Contractors/Providers of Financial Services (25%):** Oversee contractors including actuarial services, financial advisor, external auditor, general liability and workers' compensation third-party administrator, excess insurance carriers, loss control providers, insurance consultants, bond counsel, trustees, arbitrage rebate consultant and rate consultants.

**Develop Financial Plans and Policies (25%):** Oversee development of annual budget, capital improvements program and five-year financial forecast. Work with City Manager, City Council, and City departments to provide analysis, decision support and develop financing strategies for economic development projects, annexations, capital projects, and other special projects. Develop and administer financial policies and procedures.

**Manage Preparation and Communication of Financial Information (10%):** Oversee development of annual operating budget, CIP, five-year financial forecast, monthly budget reports, and CAFR Presentations to City management, City Council, bond rating agencies, and outside groups.

**Manage Issuance of Debt (5%):** Work with financial advisor, bond counsel, underwriters, trustee and bank to evaluate structure, statutory requirements, and financial impacts. Coordinate issuance of debt

with financial advisor and bond counsel. Work with credit rating agencies to obtain ratings on debt issues.

Other duties and responsibilities as assigned.

### **Physical Demands**

**Overall Strength Demands:** Sedentary strength demands include exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.

**Physical Demands:** Continuously requires vision and hearing. Frequently requires sitting and talking. Occasionally requires standing, fine dexterity, walking, and handling. Rarely requires lifting, carrying, sitting, reaching, kneeling, pushing/pulling, climbing, bending, crouching, and twisting.

**Machines, Tools, Equipment, and Work Aids:** Copy machine, and telephone.

**Computer Equipment and Software:** Personal computer, printer, Excel, Word, PowerPoint, Outlook, and HTE Finance Module.

### **Working Conditions**

**Overall Working Conditions:** Good: Relatively free from unpleasant environmental conditions or hazards.

**Environmental Factors:** None.

**Health and Safety:** None.

**Primary Work Location:** Office Environment.

**Protective Equipment Required:** None.

### **Non-Physical Demands**

Frequently requires time pressures, frequent change of tasks, irregular schedule/overtime, and performing multiple tasks simultaneously. Occasionally requires working closely with others as part of a team and tedious or exacting work. Rarely requires emergency situations.

### **Job Requirements**

**Formal Education:** MBA, MPA, or equivalent Master's Degree or professional certification is required. CPA is preferred.

**Experience:** Over six years of experience in such functional areas as finance, accounting, investment, debt, and risk management is required.

**Driver's License Required:** Class D South Carolina license.

**Certifications and Other Requirements:** None.

### **Job Demands**

**Reading:** Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

**Math:** Advanced Level: Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables.

**Writing:** Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.

**Human Collaboration Skills:** Final decisions regarding policy development and implementation are made and/or recommended. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes. Work has high impact on the organization. External contacts include bond counsel, financial advisors, external auditors, and actuaries. Internal contacts include all city departments.

**Management and Supervision:** Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department. Complex scope of supervision. This position is responsible for supervising the positions of Accounting Technician PT, Budget Administrator, Comptroller, GIS Administrator, Information Technology Manager, Purchasing Administrator, Revenue Administrator.

**Technical Skill:** Advance Skill: Work requires advanced skills and knowledge in approaches and system, which affect the designs and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Comprehensive application: Consequences of work affect large groups as well as the customer-base at large.

**Fiscal Responsibility:** Position makes budget recommendations for a department. Assures budget recommendations comply with budget goals, funding limitations, and service levels to meet department and organizational goals. Executes procurement documents (up to limited allowed by City policies). Maintains fiscal responsibility for budget execution and accountability.

### **Freedom to Act and Impact of Action**

Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance. Significant impact of action: Considerable benefits or costs in time, money, or public/employee relations.

**Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.