

City and Borough Sitka, Alaska

Class Specification

Class Title	Chief Finance and Administrative Officer
Class Code Number	1102
FLSA Designation	Exempt
Pay Grade and Range	41
Effective Date	07/01/2014

General Statement of Duties

The CFAO leads and manages all aspects of Municipal Finance operations and undertakes assigned strategic initiatives. Once the Human Resources and Information Services transition under the supervision of the CFAO, the incumbent will provide direction, support and coordination of these departments. The scope of duties of the CFAO is second to that of the Municipal Administrator. The CFAO develops and implements broad fiscal and operational policy, engages in strategic planning, and advises the Municipal Administrator on all aspects of Finance and Administration. The CFAO routinely coordinates with other department heads. The CFAO has responsibility for ensuring the overall success of Finance and Administration operations. The CFAO will serve as acting or interim Municipal Administrator during the absence of the Municipal Administrator.

Core Functions prior to transition of Human Resources and Information Technology under Direct Supervision of CFAO

- Leads and manages senior Finance staff members in the development of strategic and operational financial plans;
- Leads and manages senior Finance staff members in the performance of essential accounting, treasury management, investment, and internal control functions;
- Leads and manages key strategic initiatives assigned by the Municipal Administrator;
- Serves as senior advisor to the Municipal Administrator on all financial issues;
- Serves as the key advisor to the Assembly on all financial matters;
- Leads the preparation and implementation of the annual budget development;
- Serves as advisor and consultant to the department heads on all financial matters.

Additional Functions post-transition of Human Resources and Information Technology under Direct Supervision of CFAO

- Leads and manages Human Resources staff members in the development of, and/or revision of personnel policies, compensation plans and policies, and collective bargaining agreements;
- Leads and manages Information Services staff members in the development of information technology plans, technology migration plans, disaster recovery plans, and new technology acquisition and implementation;
- Continuously examines all functional areas of Finance, Human resources and Information technology for opportunities to gain operational and cost efficiencies through policy change, to include outsourcing, functional consolidation, and divestment;
- As necessary and appropriate, engages outside professionals to benchmark operations against industry standard best practices and recommends policy and structural changes to the Municipal Administrator;
- Serves as senior advisor to the Municipal Administrator on all Financial, Human Resources, and Information Technology issues.

Required Knowledge, Skills and Abilities

- Demonstrated leadership managerial ability and success at the highest organizational level. Comparable private sector experience would be a Chief Financial and Administrative Officer, or, Executive Vice President for Operations and Administration;
- Thorough knowledge of the broad functionality of Finance, Human Resources, and Information technology. This knowledge must be at a level sufficient to develop and implement policies and procedures in each functional area;
- Demonstrated ability to develop present, and implement detailed plans and proposals requiring coordination with other executives and presentation to the Assembly;
- Demonstrated ability to make public presentations.

Acceptable Experience and Training

- Master's Degree in Public Administration or Business Administration, and/or a;
- Minimum ten years cumulative experience in senior executive level positions which entailed at least two years of managerial responsibility, respectively, for Finance, Human Resources, and Information Technology functions; or,
- Any equivalent combination of experience, education and training which provides the knowledge, skills and abilities necessary to perform the work.

Required Special Qualifications

- Ability to travel, as required and appropriate.

Essential Physical Abilities

- None