

**CITY OF SANTA PAULA  
MEMORANDUM**

To: Honorable Mayor and Members of the City Council

From: Michael K. Rock, City Manager  
Lorena Alvarez, Human Resources Manager

Subject: Consideration of Resolution No. 7075 Amending the Title and Job Description of the Assistant Finance Director to Finance Manager

Date: September 5, 2017

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**RECOMMENDATION:**

Staff recommends that the City Council:

- 1) Adopt Resolution No. 7075, authorizing amending the title and the job description of the current Assistant Finance Director, and the 2017-18 Position Control List to include the new title of Finance Manager.
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**BACKGROUND:**

As part of a review of the currently vacant Assistant Finance Director position and the needs of the City relative to the Finance Department, staff recommends modifications to the essential duties of the job description. Along with these changes, staff recommends changing the title from Assistant Finance Director to Finance Manager to be more reflective of the duties, functions and experience needed for the position.

**ISSUES / ANALYSIS:**

The proposed job description has been updated to reflect the current duties, requirements and skills necessary for the position. Recruitment and retention of the position will be more successful if the job description accurately reflects the position's title, duties and assignments. No change to the current salary range and benefits package is recommended at this time. This position is currently vacant and a recruitment effort is immediately pending.

Areas of responsibility for the Finance Manager will include, but not be limited to:

1. Assist Finance Director in overseeing budget development and implementation, accounting and revenue management, internal and external audits, investment

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and bond management, revenue collections, financial reporting and grants functions.

2. Act as Finance Director in the Finance Director's absence.
3. Assist in developing and implementing departmental policies, goals and objectives.
4. Researches and responds to inquiries and resolves disputes from the public, business owners or representatives regarding billing and collection programs.
5. Ensure compliance with State and Federal guidelines and municipal codes.

**OPTIONS:**

1. Approve Resolution No. 7075.
2. Reject Resolution No. 7075.
3. Make changes to Resolution No. 7075.

**ATTACHMENTS:**

Resolution No. 7075  
Finance Manager