

MEDINA COUNTY COMMISSIONERS

Job Description
Director
Finance Department



SUMMARY

Highly responsible position requiring significant analytical, organizational, and communication skills. Provides financial administrative guidance to all departments. Understands County's organizational structure, existing debt obligations, and short and long-term capital funding needs. Establishes appropriate controls, systems and review process to ensure compliance with financial policies and procedures. Stays abreast of current financing topics including market conditions and innovative financing techniques being used by other local governments. Coordinates development of Request for Proposals. Manages all aspects of the bond issuance process. Develops financing plans for future capital project needs. Provides fiscal/administrative guidance regarding compensation/benefits, including oversight of health insurance rate models. Oversees formulation of operating and capital budget. Ensures invoices for payment are processed in accordance with final contracts. Manages the underwriter selection process.

PRINCIPLE DUTIES AND RESPONSIBILITIES:

- I. Develops a complete understanding of the County's organizational structure, existing debt obligations, and short and long-term capital funding needs. Establishes appropriate controls, systems and review process to ensure compliance with financial policies and procedures. Works with various internal and external personnel including elected officials, department directors, finance professionals, bond attorneys, rating agency, and bond insurance personnel to ensure funding availability. Reviews financial proposals, managing the issuance of long and short-term debt, identifying potential savings on existing debt, and working with County staff and financial consultants to implement financing techniques and programs. Prepares correspondence to Commissioners which concisely outlines factors related to financing issues and recommendations. Stays abreast of current financing topics including market conditions and innovative financing techniques being used by other local governments. Works closely with the Treasurer in cash flow management / analysis and investment portfolio structuring. Prepares resolutions related to fiscal and administrative functions of County government; including revenue rate changes.
- II. Coordinates development of Request for Proposals (RFP) and evaluates proposals for financial services. Evaluates proposals for public/private financing opportunities. Identifies potential savings opportunities, such as refunding, escrow restructuring, etc. Develops financial models and evaluates complex financing structures.
- III. Manages all aspects of the bond issuance process. Evaluates potential for bond financing, determines the method of sale (competitive vs. negotiated), and makes recommendations to County Commissioners. Prepares all correspondence to the Board of County Commissioners requesting authorization of bond financing and documents. Participates in the pricing of bonds by working with financial advisors in the evaluation of market conditions, interest rates/yields. Represents Board in making pricing decisions on behalf of the County. Assists in developing presentation to the Board on the final outcome of the bond sale. Works with rating agencies and bond insurers to ensure that the County receives the most favorable rating.
- IV. Assists in developing financing plans for future capital project needs. Performs needs assessments to develop long-term financial and capital plans for which available funding sources (e.g., debt proceeds, grants, etc.) can be matched with such plans. Analyzes the financial impact of the County's long-term comprehensive development plans.
- V. Provides fiscal/administrative guidance regarding compensation/benefits, including oversight of health insurance rate models.

Class #: 66532 Class Title: Fiscal Officer 2 Position Control #: 10071.0 Normal Working Hrs : Fr 8 a.m. to 4:30 p.m.
County of Employment: Medina Working Title: Finance Director Pos # & Title of Supervisor: 63313 / Business Administrator

- VI. Ensures duties are performed and invoices for payment are processed in accordance with final contracts, Oversees formulation of operating and capital budget, including proposed and adopted budget documents. Coordinates potential needs for funding with departments. Coordinates cash flow needs, prepares authorization for issuance, budget related documents, monitors expenditure of funds and spend-down requirements. Works with departments to identify the most appropriate cost-effective financing mechanisms to meet their needs.
- VII. Manages the underwriter selection process. Ensures County Administrator is aware of any policy and/or sensitive issues related to these financings. Coordinates with financial advisor(s), County staff, and other industry professionals to ensure successful completion of the financing. Resolves any areas of conflict between working group members and conveys County's position on policy related matters.

Class Title / Position Number of Position(s) Supervised:

Budget Officer 1 / 66511C
Account Clerk 3 / 16513C
Account Clerk 2 / 16512C

Department Director: _____

Date: _____

Human Resources: _____

Date: _____

	KNOWLEDGE ^ SKILLS ^ ABILITIES	PRINCIPLE DUTIES
Knowledge:	<ul style="list-style-type: none"> (1) Knowledge of office management methods & procedures; (2) Knowledge of financial, administrative, accounting principles, practices and procedures; (3) Departmental/state/county policies and procedures*; (4) Knowledge of methods and techniques used in evaluating programs and operations administered in county government; (5) Knowledge of budget development and control ; (6) Knowledge of public and community relations; (7) Knowledge of grant development and administration; (8) Knowledge of administrative analysis; (9) Knowledge of purchasing methods and procedures; (10) Knowledge of personal computers and software applications related to fiscal and administrative support work; (11) Knowledge of principles of supervision, training, and staff evaluation; (12) Knowledge of accounting and statistical recordkeeping 	<p>Provides financial administrative guidance to all departments</p> <p>Understands County's organizational structure, existing debt obligations, and short and long-term capital funding needs</p> <p>Stays abreast of current financing topics including market conditions</p> <p>Manages bond issuance process</p> <p>Develops & recommends annual budget</p> <p>Maintains & ensures compliance with applicable policies & procedures of federal, state & local law</p> <p>Oversees formulation of operating and capital budget</p>
Skills:	<ul style="list-style-type: none"> (13) Define problems, collect data, establish facts & draw valid conclusions; (14) Professional & administrative judgment; (15) Write/prepare meaningful reports & memorandum; (16) Establish proper internal financial controls; (17) Establish/maintain successful working relationships with department heads, County staff, government officials, and the public; (18) Effectively represent the County answering questions, responding to inquiries, providing assistance, and dealing with concerns from the public, community organizations, other County staff, and other agencies; 	<p>Significant analytical, organizational, and communication skills</p> <p>Ensures proper maintenance of all official records</p> <p>Ensures compliance with applicable policies & procedures of state, federal & local law</p> <p>Manages underwriter selection process</p>
Ability:	<ul style="list-style-type: none"> (19) Ability to hire, train, direct & evaluate personnel involved in the financial operations of the County; (20) Ability to establish & administer operating policies and procedures pertaining to conduct of department; (21) Ability to prepare/ complete paperwork mandated by federal, state & local agencies*; (22) Ability to maintain effective and accurate financial records; (23) Ability to prepare and present detailed financial analyses and reports; (24) Ability to formulate policies or other projects in written format; (25) Ability to perform a wide variety of complex and specialized fiscal administration and support work; (26) Ability to interpret, explain, and apply a variety of County and department policies, rules and regulations; (27) Ability to exercise significant responsibility in the development, maintenance, and control of budgets; (28) Ability to prepare and maintain grant funding records and reports; 	<p>Provides leadership & guidance to staff</p> <p>Establishes appropriate controls, systems and review process to ensure compliance with financial policies and procedures</p> <p>Develops financing plans for future capital project needs</p> <p>Coordinates development of request for proposals</p> <p>Provides fiscal/administrative guidance regarding compensation/benefits, health insurance rate models</p> <p>Ensures invoices for payment are processed in accordance with contracts</p>

*Learned after employment

MEDINA COUNTY POSITION DESCRIPTION ADDENDUM

MINIMUM CLASS REQUIRMENTS

1. Bachelor's Degree in Finance, Political Science, Economics, Accounting, Public or Business Administration or a closely related field. Master's degree in Public Administration or Business Administration, desired.
2. Qualified applicants must possess ten (10) years of financial management experience, five (5) of which must have been in the public sector supervising professionals in the finance and/or accounting field. The ten (10) years experience must have included responsible experience in the areas of county finance, investment strategy and monitoring, capital financing programs, procurement, information technology, and general accounting.
3. Certified Public Accountant (CPA) or Certified Government Finance Officer (CGFO), preferred.
4. Must possess excellent written, oral and financial analysis skills.
5. Must possess proficiency with personal computers and spreadsheets, word processors, databases, and other software programs.
6. Valid Ohio Driver's License and clean driving record.

COMPETENCIES / ESSENTIAL FUNCTIONS / UNUSUAL WORKING CONDITIONS

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

- Sit for extended periods.
- Frequently stand and walk.
- Normal manual dexterity and eye-hand coordination.
- Corrected hearing and vision to normal range.
- Verbal communication.
- Use of office equipment including computers, telephone, calculators, copiers, and FAX machines.
- Work is performed in an office environment.
- Contact with staff and the public.
- Regularly required to talk or hear, stand, walk, use stairs, sit; use of hands to finger, handle or feel objects, tools, or controls; and reach with hands and arms.
- While performing the duties of this position, the employee travels by automobile and is exposed to changing weather conditions.

MAJOR WORKER CHARACTERISTICS

- Knowledge of supervision.
- Knowledge of staff counseling and development.
- Knowledge of finance and public accounting practices.
- Ability to use whole numbers, understand systems and procedures.
- Ability to establish positive County relationships.
- Knowledge of local, state and federal regulations pertaining to grants, budgeting, requests for proposals, bidding requirements etc.