

RESOLUTION NO. R13-11

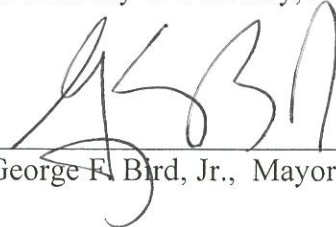
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES
ESTATES AMENDING RESOLUTION R11-17; MANAGEMENT
CONFIDENTIAL EMPLOYEE GROUP BY ADDING THE CLASSIFICATION
PART-TIME FINANCE DIRECTOR**

**THE CITY COUNCIL OF THE CITY OF PALOS VERDES ESTATES
CALIFORNIA, DOES HEREBY RESOLVE AS FOLLOWS:**

Section 1. Resolution R 11-27, "The Management and Confidential Employee Group Classification and Salary Resolution" is amended by adding thereto the classification of "Part-Time Finance Director". The job specification for this classification is attached to this resolution and includes the fixed compensation of \$65/hour.

Section 2. The City Clerk shall certify to the passage and adoption of Resolution R13-11, effective February 26, 2013 and enter it into the book of original resolutions.

PASSED APPROVED AND ADOPTED this 26th day of February, 2013.



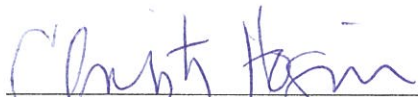
George F. Bird, Jr., Mayor

ATTEST:

APPROVED AS TO FORM:



Vickie Kroneberger, Deputy City Clerk



Christi Hogin, City Attorney

**CITY OF PALOS VERDES ESTATES
JOB DESCRIPTION**

JOB TITLE: FINANCE DIRECTOR (PART-TIME)

Definition:

The Finance Director (part-time), under the direction of the City Manager, directs, organizes and reviews activities of the Finance Department; provides highly responsible professional and technical assistance; and coordinates activities with other City departments, outside agencies and the public.

Essential Functions:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Develop and implement goals, objectives, policies and priorities related to Finance Department functions.
- Plan, organize, and direct the financial activities of the City including accounting, business licensing, budgeting, data processing, payroll, purchasing and revenue collection,
- Organize and coordinate the preparation and implementation the City's operating and capital improvement budgets; monitor status and forecast City revenues, expenditures, and fund balances; analyze and respond to changing economic conditions; prepare general and technical reports.
- Direct and coordinate the development of city-wide data processing services; evaluate system requirements and recommend appropriate software and hardware to meet City needs.
- Assist the City Treasurer in carrying out the duties and responsibilities of that office including: monitor and review fund disbursements and cash balances; monitor and review investment portfolio reports; authorize investment transactions as initiated by the City Treasurer, review daily banking activity reports.
- Select, develop and manage professional, technical, and clerical staff and recommend departmental organizational changes.
- Research, prepare and present financial and administrative reports and projects related to City policies, activities and issues to the City Council, the citizens, and outside agencies.
- Represent the City at meetings of citizens, elected officials, committees and boards on financial and administrative matters of the City

- Review, evaluate and recommend improvements to the City's administrative and financial internal control systems and procedures; ensure legal and audit compliance.
- Direct the preparation of financial reports as required by law; direct and coordinate activities with outside financial auditors; provide information and assistance.
- Provide technical expertise and assistance to the City Council and departments; respond to and resolve citizen inquiries.

Marginal Functions:

Perform various related duties as required.

Minimum Qualifications:

Bachelor's degree in accounting, finance, business administration or related field and five years of progressively responsible experience in accounting and financial work, preferable municipal finance, including at least three years in a supervisory capacity, or any equivalent combination of training and experience which provides the required skills, knowledge and abilities.

Knowledge, Skills and Other Characteristics:

Knowledge of:

- Principles and methods of governmental financial and business administration, particularly in the areas of accounting, budgeting, auditing, purchasing, business license, and treasury management.
- Principles and practices of organizational and personnel management.
- Data processing applications.
- Laws regulating the financial administration of City government.

Physical Requirements:

- Ability to operate a variety of automated office machines including a calculator, copier, adding machine, personal computer or typewriter.
- Ability to exert light physical effort in sedentary to light work, typically involving lifting, carrying, pushing and pulling, sitting, and/or walking.

Job Responsibilities:

- Ability to effectively coordinate and supervise finance personnel,
- Ability to provide clear verbal and written direction and guidance to staff and to effectively communicate with other City staff, elected and appointed officials and the public, including the ability to effectively make public presentations.
- Ability to assess the work of employees and provide performance appraisals
- Ability to exercise independent judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.
- Ability to develop, implement and maintain sound accounting and financial reporting systems and procedures.
- Ability to assess and evaluate data processing needs and evaluate computer hardware and software.

The City of Palos Verdes Estates is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Palos Verdes Estates will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

Effective: February 26, 2013

Salary: \$65.00/hour

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

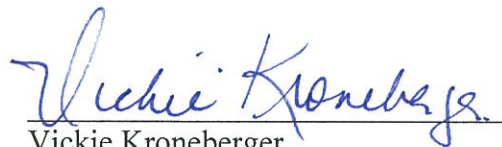
I, Vickie Kroneberger, Executive Assistant/Deputy City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R13-11** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 26th day of February, 2013, by the following vote:

AYES: COUNCILMEMBERS: Bird, Goodhart, Perkins, Rea, Humphrey

NOES: COUNCILMEMBERS: None

ABSENT: COUNCILMEMBERS: None

RECUSED: COUNCILMEMBER: None



Vickie Kroneberger,
Executive Assistant/Deputy City Clerk