

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Laws and ordinances relating to the financial administration of the various city departments
The principles and practices of public administration and local government structure and services
Research and analysis methods, statistics, cost analysis, computer modeling, report presentation;
Public sector budgeting, management principals and techniques, accounts, funds, bonds, and revenue sources
Personal computer technology and the applications for local government
Customer service and problem resolution practices
City and State Sales Tax codes

Ability to:

Perform research, analyze findings, prepare and present recommendations to department heads and staff
Demonstrate sensitivity and awareness to political/policy issues
Work independently on major projects or sensitive problems and coordinate work of others
Provide supervision to professional staff
Interpret and apply city ordinances, rules, regulations, standards and other guidelines and references affecting area of responsibility
Conduct research, analyze findings and prepare clear and concise reports and recommendations
Communicate effectively, both orally and in writing
Establish and maintain effective working relationships with City employees and the public
Read and comprehend a variety of financial source documents
Effectively administer related financial services activities

WORKING CONDITIONS

Office setting.

MINIMUM REQUIREMENTS

Bachelor's degree in Business or Public Administration, Finance, or a related field and five years of progressively responsible experience in governmental administration, including three years of supervisory experience.

Any equivalent combination of training and experience that provides the required knowledge, skills and abilities, is qualifying.

SPECIAL REQUIREMENTS

A valid Arizona's driver's license