

NEW CASTLE COUNTY GOVERNMENT

Number 0268

Page 1 of 2

Date 11/01/03

CLASS SPECIFICATION

Title: CHIEF FINANCIAL OFFICER

Approved:



GENERAL STATEMENT OF DUTIES: Directs and manages fiscal activities for New Castle County Government to ensure quality service in all areas to the citizens of New Castle County and to the various departments and divisions of County Government; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class plans, directs, manages, controls, and coordinates County-wide fiscal activities and staff assigned to assist in these functions to promote and maintain the highest quality of services. This employee is expected to accomplish this by developing, providing, and maintaining a diverse mix of fiscal services on a County-wide basis for internal and external customers, including the major functions of financial reporting, administration of the operating and capital budgets, accounts payable and receivable, payment of County employees, fiscal services to all County agencies, grants oversight, collection of taxes and other revenues, and the management and investment of funds. Responsibilities include working with other policy makers, legislators, agencies, professionals, and the public to promote an ongoing attitude of dedication to excellent public service. This employee works under the general direction of the County Executive and Chief Administrative Officer.

EXAMPLES OF WORK: (Illustrative Only)

- Directs and manages the delivery of fiscal services for New Castle County, including but not limited to financial reporting, administration of the County-wide operating and capital budgets, fiscal legislation and impact analysis, accounts payable and receivable, grants management, collection of taxes and other revenues for the County, and the investment of County funds;
- Oversees the development of long- and short-term goals;
- Develops, formulates, and executes policies and procedures in conjunction with the Chief Administrative Officer and the County Executive and advises them on financial matters and related issues;
- Advises County departments and agencies on financial matters and services;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that internal and external customers are provided with the highest quality of service;
- Assigns work and manages and supervises staff;
- Provides effective training programs for employees;
- Interacts with government officials, agencies, and the public concerning related issues;

NEW CASTLE COUNTY GOVERNMENT

Number 0268

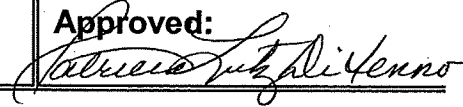
CLASS SPECIFICATION

Page 2 of 2

Date 11/01/03

Title: CHIEF FINANCIAL OFFICER

Approved:



- Works with staff in developing methods for dealing with related issues and in responding to problems or requests received;
- Ensures that grants and contracts are maintained in accordance with applicable regulations;
- Oversees the preparation and administration of the County-wide operating and capital budgets as well as the budget for fiscal services;
- Advises County Council and presents financial data to the Council as needed;
- Prepares fiscal reports, analyses, publications, and related material;
- Presents information to community groups;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of fiscal management, reporting, services, and investment of funds; thorough knowledge of budgetary planning and management; ability to analyze complex financial data, draw valid conclusions, and make reliable recommendations; ability to manage a diverse staff in a variety of fiscal operations; ability to communicate courteously and effectively, both verbally and in writing; ability to make effective presentations before groups; ability to establish and develop effective working relationships with associates, government officials, agencies, private organizations, and the public and to promote an ongoing attitude of dedication to excellent customer service; ability to pass a Class III County physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least seven years experience at a managerial level in the area of fiscal management, accounting, or a related field and possession of a Bachelor's Degree from an accredited college or university with major course work in finance, accounting, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 07/01/97
Revised: 09/01/99
Revised: 11/01/03