Job Title: Special Districts and Taxation Administrator

Department: Finance

Immediate

Supervisor: Finance Director

Origination Date:	12/19/2001
Revision Date:	07/01/2012
Job Grade	610
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

The position plans, directs, coordinates, and supervises the activities of the Special Districts & Taxation Division in the Finance Department. Participates in the formation and execution of broad policy, provides immediate technical supervision, and participates in departmental activities. Work is performed in accordance with statutory procedures and broad policies as prescribed by the Finance Department.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
1	S	Oversees the collection, processing and accounting of revenues and expenditures for all Community Facilities Districts (CFDs) in accordance with adopted policies and accounting policies. Supervises the CFD staff in accounting in all financial facets for each of the CFDs by reviewing prepared adjusting journal entries, accounts payable, and various reconciliations. Maintains the CFD Chart of Accounts and oversees maintaining the CFD financial records. Manages and oversees the CFD special assessment billing, collection, and related foreclosure process.
2	S	Reviews bond assessment analysis including methodology development, scheduling, and documentation. Reviews Community Facilities District feasibility studies. Directs the completion of special planning and research projects; prepares and presents staff reports.
3	S	Prepares, maintains, and monitors the budget of each of the Community Facility Districts. Prepares and communicates budget and other financial reports to the CFD Board. Responds to inquires by staff, board members, underwriters, bond counsels, district engineers, property owners, developers and other external parties. Prepares, maintains and monitors the CFD & Taxation Division budget included in the City of Goodyear's annual budget.
4	S	Implements cash management and investment policies. Processes cash deposits, disbursements, and invests idle cash. Administers debt service obligations. Fulfills disclosure obligations to financial community.

	Physical Strength Code	ESSENTIAL FUNCTIONS
5	S	Participates, coordinates and plans the annual financial audit and financial statement preparation for all CFDs. Reviews audit schedules prepared by staff. Participates in the City of Goodyear's Comprehensive Annual Financial Report (CAFR) since all CFDs are included as a component unit in the report. Prepares interim and annual reports.
6	S	Provides assistance to various Finance staff relating to bonds, debt service, accounting, City of Goodyear properties, property tax, etc.
7	S	Performs oversight, technical support and direction for the sales tax audit, internal audit, the community facilities district administration and special improvement districts within the Finance Department.

JOB REQUIREMENTS:

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Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience Certifications and Other Requirements	Minimum three years experience in a related field. None
Reading	Work requires the ability to read financial research studies, pending legislation, business plans, City Council/CFD Board communications, feasibility studies, professional publications, request for proposals, organizational policies and procedures, regulatory publications, technical financial analysis user manuals at a college level.
Math	Work requires the ability to perform general math calculations, statistical calculations, data collection analysis, finding projections and recommendations at a college level.
Writing	Work requires the ability to write financial reports, memorandums, Council Action Requests, information for voter ballot questions, and budget documents at a college level
Managerial	Semi-Complex - Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Budget Responsibility	Significant - Has responsibility for final approval of at least one division budget and presents the budget(s) to Senior Management. Is authorized to approve division budgeted expenditures for both staff and resources up to the amount that requires the approval of Senior Management
Policy/Decision Making	Significant - The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Projects and daily work are managed with little oversight, however special assignments and significant work products may be reviewed upon completion. Typically positions in this category are supervisor to mid-management jobs.
Technical Skills	Comprehensive Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal / Human Relations Skills	Moderate - Interactions at this level typically result in recommendations regarding policy development, changes in policy, and implementation of policies. Interactions at this level are typically concerned with providing communications at higher levels of organizational operations and may utilize activities such as evaluating customer satisfaction, developing cooperative associations, and allocating resources to improve work operations, work quality, overall achievement of organizational goals and objectives, and customer satisfaction.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical	Frequency Code	Description:	Physical	Frequency Code	Description:
Demand	(Mark only one)	(Check all that apply)	Demand	(Mark only one)	(Check all that apply)
Standing	□ N □ R ⊠ O □ F □ C	 ☒ Making presentations ☒ Observing work site ☒ Observing work duties ☒ Communicating with co-workers 	Pushing/ Pulling	□ N □ R ☑ O □ F □ C	☒ File drawers☒ Equipment☒ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☒ Computer keyboard☒ Telephone keypad☒ Calculator☐ Calibrating equipment	Climbing	□ N □ R □ O □ F □ C	⊠ Stairs □ Ladders □ Step stools □ Onto equipment
Walking	□ N □ R ⊠ O □ F □ C	☑ To other departments/offices☑ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☐ Driving☒ Observing work site
Lifting	□ N □ R ⊠ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N ⊠ R □ O □ F □ C	☑ Supplies☑ Equipment☑ Files	Balancing	⊠ N □ R □ O □ F □ C	☐ On ladders ☐ On equipment ☐ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work☑ Meetings☐ Driving	Bending	□ N 図 R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☒ For supplies☒ For files	Crouching	□ N □ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O ⊠ F □ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O □ F ☑ C	☑ Communicating via telephone/radio, to co-workers/public☐ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ☑ F □ C	☑ From computer to telephone☐ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continue	d)							
Machines, Tools, Equipment	and Work	Aids:						
Copier, fax machine, scanner, telephone			d machine (Elm	10).				
	, ,	,						
Computer Equipment and S								
Computer, laser printer or inkjet printer,								-
Purchasing & Utilities (CIS), Naviline, l	Series Navigato	or, Green Scree	en AS400, Smai	t Label Print	er, Lase	rFiche, Adob	e Read	er,
Extended Reporting.								
Environmental Factors:								
Environmental Condition	ons	Never	Seasonally	Several T	imes	Several Ti	mes	Daily
				Per Mo	nth	Per Wee	ek	
Extreme temperature (heat, cold, extreme temp. changes from the changes fr	om outside	\boxtimes						
work)	om outside							ы
Wetness and/or humidity		×						
(bodily discomfort from moisture) Respiratory hazards			_	_				
(fumes, gases, chemicals, dust and di	rt)	\boxtimes						
Noise and vibration	,	×						
(sufficient to cause hearing loss)								
Physical hazards (high voltage, dangerous machinery,	aggressive	\boxtimes						
prisoners, patients – <u>not customers</u>)	4551033110		_					
Health and Safety Condition	c•							
Health and Safety Conditions	N = Never	R = Rarel	v O = Oc	casionally	F = I	Frequently	C =	Constantly
	Never	Less than	-	r more of		1/3 to 2/3		or more of
	occurs	hour per we	eek the	e time	of	the time	t	he time
Mechanical hazards	X							
Chemical hazards	X			<u> </u>				
Electrical hazards	X X							
Fire hazards Explosives	X				<u> </u>			
Communicable diseases	X							
Physical danger or abuse	X							
Other (specify)								
•			<u> </u>		I			
Primary Work Location:								
☑ Office Environment ☐ Warehouse								
☐ Shop								
☐ Vehicle								
☐ Recreation Centers/Neighborhood	d Contars							
U Outdoors	a Centers							
☐ Other (Specify)								
Protective Equipment Requi	red:							
								-

Job Demands

Overall Strength Demands:

	Overall Strength Demands
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
□ Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	X			
Emergency Situations			\boxtimes	
Frequent Change of Tasks	×			
Irregular Schedule/Overtime	×			
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work	X			
Noisy/Distracting Environment	×			
Other (Describe below.)				

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate on teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
ob Title of Department Director	Signature of Department Director	Date
ents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.