

**RESOLUTION 1778**

**A RESOLUTION APPROVING EMPLOYEE SALARY ADJUSTMENT**

**WHEREAS**, The Finance Director, directs financial activities, such as planning, budgeting, payroll and accounts payable/receivable. Oversees personnel administrative functions and compliance for the City; and

**WHEREAS**, maintaining a competent workforce relies on being competitive in salary and employee benefits; and

**WHEREAS**, the City Administrator has reviewed salary data from surrounding communities both within Cedar County and outside Cedar County; and

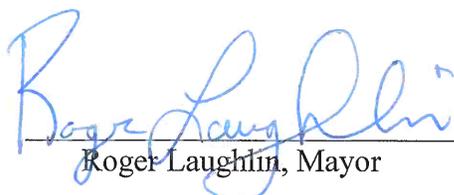
**WHEREAS**, salary data justify an increase \$4,000 salary adjustment for the Finance Director that would place the position in mid-range with the communities surveyed; and

**WHEREAS**, it now necessary to approve this salary adjustment.

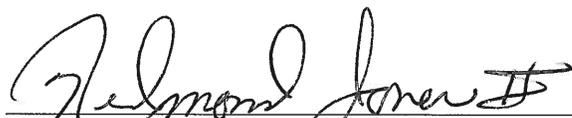
**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of West Branch, Iowa, that the aforementioned resolution is hereby approved. Further, the Mayor is directed to execute the agreements on behalf of the City.

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**Passed and approved this 4th day of February, 2019.**

  
\_\_\_\_\_  
Roger Laughlin, Mayor

ATTEST:

  
\_\_\_\_\_  
Redmond Jones II, City Administrator/Clerk

Position Title: Finance Director  
Department: Administration  
Immediate Supervisor: City Administrator  
Classification: Full Time / Exempt

**Job Summary:** The Finance Director, directs financial activities, such as planning, budgeting, payroll and accounts payable/receivable. Oversees personnel administrative functions and compliance for all or parts of the city.

**Organizational and Reporting Relationship:** The Finance Director will report directly to the City Administrator, and will have a working relationship with the Senior Management, Department Directors, and City employees.

**Essential Job Duties and Responsibilities:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions. These job functions would include, but are not limited to, these areas:

1. To develop the proposed budget by assisting the City Administrator with assembling the department heads' proposed annual department budgets, which proposals shall include project revenues, proposed expenditures and salary requirements jointly with the City Administrator and shall thereafter submit budget submit budget on prescribed forms to the City Council.
2. Prepare, monitor, amend and maintain the City Budget. Publish, file adopted documents required with proper governmental agencies. This includes but are not limited to monitoring fiscal year end, and upcoming fiscal year budgets.
3. Prepare financial reports including any annual state required reports; including but not limited to the Debt Obligation Report, Urban Renewal Report, TIF Certification and all other reports required by law and assigned.
4. Oversees accounts payable activities and reconciliation of monthly funds.
5. Administer payroll, complete new hire documents, including employee benefits.
6. Prepare documents for audits and assist auditor with completion.
7. Maintain list of investments, reserves, bonds and payment schedules.
8. Monitor federal/state grant funds as required by law.
9. Administer assigned human resource functions, which may include various federal reporting(s), workers compensation, and drug testing.
10. Assist the City Administrator keep the City Council fully advised of the financial and other conditions of the city and it future needs.
11. Provide support to the City Administrator as requested.
12. Perform special projects as designated by the City Administrator

**Minimum Education, Experience, and Certification:** Degree in Accounting, Finance, Public Administration, or other related program of study required with at least three years of responsible accounting, budgeting, or finance in an office environment preferred. Additional training in accounting and public administration or any combination of experience and training that

provides the required knowledge, skills, and abilities. Must be competent in the efficient in the efficient operation of a personal computer and have the ability to become proficiently acquainted with the necessary financial software used by the city.

**Knowledge, Skills, and Abilities:**

Knowledge of principles and practices of municipal accounting including General Ledger, taxation and revenue management, clerical methods, forms techniques and record maintenance, standard office procedures and practices; ability to establish and maintain effective working relationships with co-workers and the public; ability to effectively operate office equipment including computers; ability to compile and analyze financial reports. Must be competent in the efficient operation of a personal computer and have the ability to become proficiently acquainted with the necessary financial software used by the city.