

**Ordinance 2022-10 Creation of Position of Assistant Finance
Director**

Pursuant to West Virginia Code §8-5-11, the City of Weston has the authority to prescribe positions to be filled by election, appointment, or employment;

Pursuant to West Virginia Code §8-5-11 and 2003 Weston City Charter §7, the City of Weston has the authority to determine the number, method of selection, tenure, qualifications, residency requirements, powers, and duties of municipal officers and employees;

That the City of Weston now creates the position of Assistant Finance Director ("Assistant");

That the position of Assistant does not fall within the parameters of an "Appointed Officer" as contemplated in the 2003 Weston City Charter §4(C);

That the position of Assistant shall be an at-will employee and be considered a City Employee and be a non-appointed employee as indicated in the City of Weston Employee Handbook;

That the City of Weston, through its power to determine the method of selection of positions to be filled as found in WV Code §8-5-11, shall select the Assistant from applicants who apply for the position;

That the City of Weston, in conjunction with "Manager-Mayor" Plan outlined in WV Code §8-3-2 and utilized by the City of Weston, shall, through the discretion and judgment of the City Manager, choose and hire an applicant;

That the concepts of tenure, qualifications, residency requirements, powers, and duties of Assistant shall be included as an attachment to this Ordinance;

That the first year pay for the Assistant shall not exceed \$41,500;

That the Assistant's pay may increase or decrease every year thereafter based on budget reasons;

That this Ordinance is intended to allow the City of Weston to adjust the pay of the Assistant as needed without necessarily passing a new ordinance;

The City Manager shall have the authority to adjust Assistant's pay within the parameters of the City budget;

That the Assistant shall be subject to the rules and policies as outlined in the City of Weston Employee Handbook in effect as of the date of hire;

That the City of Weston, through its Common Council, may eliminate the position of Assistant as the need arises;

That if any portions, pieces, or words of this Ordinance are defective, or become defective in any way, then the remaining portions of this Ordinance shall remain in effect.

First Reading 6/4/2022

Kim Harrison-Edwards (Mayor)

Second Reading 6/15/2022

Jancy (City Clerk)

POSITION TITLE: Assistant Finance Director
DEPARTMENT: Finance

GRADE: Non-Appointed/Non-Exempt
OFFICE HOURS: 8:00am-4:00pm

GENERAL STATEMENT OF DUTIES: Provides assistance to the Finance Director in coordinating a program of fiscal management including a managed budget that allows the administration to carry out the City Council's policies. This includes coordinating the financial activities of multiple government departments, preparing and submitting an annual budget and managing the City's financial record keeping and QuickBooks database. Requires the exercise of considerable discretion and independent judgement. Duties include but not limited to the following:

1. Assists in activities relating to fiscal management programs, including assignments, scheduling, supervision and monitoring of Department personnel
2. Manages payroll functions of the City and the monthly contributions to various employee health and retirement programs
3. Ensures all new employees are correctly enrolled in retirement, health insurance and other benefit programs.
4. Works with City Manager to achieves financial objectives by developing and recommending an annual budget; scheduling expenditures, analyzing variances, initiating corrective actions anticipating long-term issues
5. Will assist Department Heads with their budgets and receive their recommendations and input
6. Manages City financial accounts and ensures the timely payment and recording of all accounts payable
7. Meets with financial staff to discuss needs or requirements relating to changes in financial management processes related to enterprise funds and federal programs; oversees City audit
8. Attends staff and outside agency meetings as determined by the City Manager
9. Volunteers to outside organizations to let organizations know that the city is a participant in the area
10. Attends the West Virginia Municipal League Conference where important topics are on the agenda and discussed
11. Researches and assists City Manager in applying for grants that can benefit the City of Weston and its citizens
12. Provides professional financial assistance to fire and police pension boards and works with them to provide appropriate reporting to Municipal Pension Oversight Board
13. Recommends programs and services by studying the changing needs of the city; identifying and anticipating community service trends, evaluating and offering options to City Council
14. Complies with federal, state, and local laws and regulations by studying existing and new legislation; enforcing adherence to requirements and advising the Mayor and City Council on needed actions
15. Enforces City Council directives by developing, monitoring, and enforcing financial policies and procedures
16. Keeps the Mayor, City Council and City Manager informed by collecting, analyzing, and summarizing information and trends, remaining accessible, answering questions and request
17. Maintains rapport with the community by meeting with citizens and advisory groups, reaching out to resolve concerns, settling disputes
18. Maintains confidentiality of sensitive and important information using diplomacy and tact.
19. Adheres to the duties of the City Charter and performs other duties as required
20. Promotes courtesy and professionalism throughout the City of Weston

Receives day to day direction from the City Manager; appointed by Council

MINIMUM QUALIFICATIONS: Bachelor's Degree in public administration, business, accounting or finance, with at least five (5) years of experience in a progressively responsible position; or any equivalent combination of education, experience and training. Master's Degree and/or CPA and previous municipal financial management experience preferred.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of municipal financial operations, including administration, public works, community/economic development and city planning, police and fire, and municipal water/sewage utilities. Knowledge of applicable West Virginia Code sections pertaining to municipalities and municipal operations; ability to interpret state code to local issues. Knowledge of environmental permitting, including planning and implementations, to achieve required federal/requirements. Skills establishing and maintaining effective working relationships with all levels of organization including elected and appointed officials, City employees, and the general public. Skills in analyzing complex financial information and drawing conclusions. Skills in planning, organizing and directing the activities of a fiscal management function. Skill in identifying and maintaining the confidentiality of sensitive and important information while using diplomacy and tact. Skill in analyzing and evaluating information accurately, and in expressing ideas clearly, when providing oral and written reports and recommendations. Skill in organizing and prioritizing workload and managing people at the same time. Ability to plan, coordinate, and direct the work of others. Ability to motivate and challenge subordinates. Ability to supervise personnel. Ability to resolve issues and conflicts through working partnerships with citizens, businesses, property owners and homeowner associations. Ability to work a flexible schedule to accommodate meetings and activities related to the job. Knowledge and skills in computers and related programs such as word, excel and Quickbooks.

ESSENTIAL JOB FUNCTIONS: The ability to write, speak, hear and read; decision making; directing others, mathematical calculations, interpersonal communication skills; giving and receiving information; forecasting and planning; working with the public; long and short term memory; stress of meeting frequent deadlines; leadership skills and abstract reasoning.

SPECIAL JOB REQUIREMENT: Valid West Virginia driver's license

TOOLS AND EQUIPMENT USED: Motor vehicle, computer, telephone, copy machine, fax machine, calculator

PHYSICAL DEMAND LEVEL: Sedentary, but may occasionally require lightweight lifting up to 50lbs.

Summary: The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the City of Weston and the employee and is subject to change by the City as the need arises.

Employee's signature

Date