

BEFORE THE BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON

RESOLUTION NO. 04-073

Creating the Classification of County Chief Financial Officer

The Multnomah County Board of Commissioners Finds:

- a. On December 11, 2003, the Board adopted Ordinance No. 1022 requiring Board approval of the compensation plan by resolution prior to adoption of the annual County budget.
- b. The classification of County Financial Officer is required in order to perform the essential finance and tax administrative duties of the County.
- c. The Chief Financial Officer (CFO) is responsible for:
 - developing and administering County financial policy;
 - the overall tax administration for the County, including presenting recommendations to the Board of County Commissioners, the Oregon Legislature and decision making bodies of other jurisdictions;
 - implementing County PERS policy and working with other jurisdictions to develop and present legislative policy to Board for approval. Presenting County legislative policy to the Oregon Legislature and PERS Board;
 - developing the County Budget, working with County Departments to develop budgets that are aligned with priorities, guidelines and polices set by the Chair. The CFO works with the Chair and Board to get approval of the budget;
 - cash management and special projects with impact on the operations of the entire County. The CFO prepares the County's comprehensive annual financial report, deferred compensation program and other accounting programs.
- d. The addition of this classification will increase compensation plan costs.

The Multnomah County Board of Commissioners Resolves:

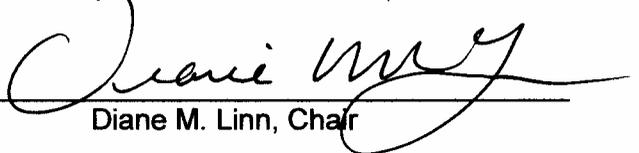
1. The addition of the attached classification of County Financial Officer is approved effective June 3, 2004.

ADOPTED this 3rd day of June 2004.



REVIEWED:

BOARD OF COUNTY COMMISSIONERS
FOR MULTNOMAH COUNTY, OREGON


Diane M. Linn, Chair

AGNES SOWLE, COUNTY ATTORNEY
FOR MULTNOMAH COUNTY, OREGON

By 
Agnes Sowle, County Attorney



**Chief Financial
Officer**

Class Code:
9614

MULTNOMAH COUNTY

Revision Date: September 26, 2003

SALARY RANGE (approximate)

Annual Salary Range: \$81,743.00 - \$126,317.00

DEFINITION:

This is a single-position classification. The incumbent in this classification serves at the pleasure of the County Chair and acts as the Chief Financial Officer for the County. The incumbent in this position monitors the financial health of the entire county and set the County's financial policy. The position is responsible for Budget, General Ledger, Treasury, Income Tax, Property Tax, Excise Tax, Deferred Compensation. The incumbent interprets finance related laws, and determines the written factual material provided to legislative bodies. The position's decision affect the operations of the entire County and have an impact on the quality of services provided to the County's citizens.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS (Essential functions, as defined under the Americans with Disabilities Act, may include the following duties and responsibilities, knowledge, skills and other characteristics. incumbent performs all of the following duties

SET COUNTY FINANCIAL POLICY

Develop financial guidelines and policies. Review with executive level staff, revise as needed, present to County Chair, Chief of Staff and Chief Operating Officer. Present final recommendations to County Board of County Commissioners.

OVERALL TAX ADMINISTRATION FOR THE COUNTY (Business Income Tax, Personal Income Tax, Excise Tax, and Property Tax) Develop and/or suggest tax alternatives/reforms to executive level staff and jurisdiction partners. Present recommendations to County Chair and CEO's of other jurisdictions, the general public, and the business community. Present final recommendations to Board of County Commissioners, the Oregon Legislature, and decision making bodies of other jurisdictions.

COUNTY PERS ADMINISTRATOR

Monitor the Public Employees Retirement System (PERS). Review all PERS Board actions. Work with partner jurisdictions to develop and present legislative policy to Board of County Commissioners for approval. Present County legislative policy to the Oregon Legislature and/or PERS Board. Communicate impact of actions taken to employees.

DEVELOP AND ADMINISTER COUNTY BUDGET

Work with Budget Manager and Chair's Office to establish priorities and guidelines and assure that policies are aligned with these priorities. Work with Departments to develop budgets that are aligned with priorities, guidelines, and policies. Present the budget in public hearings with the Chair and Board, and work with the Chair and Board to get approval of the budget.

FINANCIAL MANAGEMENT

Work with Treasury Manager to report on investments and debt to County Chair and Board of County Commissioners. Work with Accounting Manager to prepare Comprehensive Annual Financial Report and report to County Chair and Board of County Commissioners.

SPECIAL PROJECTS

Carry out special project with impact on the operations of the entire county and beyond.

SUPERVISION RECEIVED AND EXERCISED:

The position functions in a matrix type of organization structure. The Chief Financial Officer position is part of the Department of Business and Community Services organization but receives direct supervision from the Chief Operating Officer. The position has a reporting relationship with the County Chair and Chief of Staff. Reviews are typically advise and consent to assure integration of finance guidelines and policies with overall county goals and priorities.

Directly and through subordinate supervisors and/or lead workers, supervises management, professional, technical, and clerical staff.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED:

The principles and practices of effective leadership, management and supervision.

Advanced knowledge of the principles and practices of accounting, purchasing and auditing, including governmental accounting and budgeting.

Executive level program and project management principles and practices.

Advanced knowledge of fiscal operations and Generally Accepted Accounting Principles (GAAP), IRS Rules, ORSs, OARs, GASB, SEC Guidelines, Social Security, County Charter, County Policy, and Ordinances.

Automated business computing systems, and ERP Software.

General office procedures.

Executive Level program development, implementation and evaluation.

Applying and adapting established accounting principles and procedures to a variety of County fiscal applications using ERP Software.

Conducting complex financial and statistical analyses.

Interpreting and applying accounting and fiscal-related laws, ordinances, rules, regulations, policies and procedures.

Analyzing data from various sources and drawing logical conclusions.

Managing, developing, motivating and evaluating professional and support staff.

Managing special projects, activities and programs.

Conducting research and preparing clear, concise and comprehensive reports.

Understanding and applying complex regulations, procedures and guidelines.

Working under pressure, handling significant problems and tasks that arise simultaneously and/or unexpectedly.

Communicating effectively both orally and in writing.

Establishing and maintaining effective working relationships with other department staff, other County employees vendors, contractors, elected officials and the public.

MINIMUM QUALIFICATIONS REQUIRED FOR ENTRY:

A Bachelor's degree in accounting, business, finance or a directly related field and seven (7) years of progressively responsible related professional experience, including four (4) years of experience supervising the work of others or an equivalent combination of education and experience.