

ESSENTIAL JOB FUNCTIONS (continued):

Exercise sound judgment in decisions and interpretations. (Daily)
Maintain and apply knowledge of the principles, practices and ethics of municipal finance, including budgetary accounting, treasury management, revenue administration and budgeting. (Daily)
Prepare sound and accurate budget recommendations and maintain expenditures within budget. (Daily)
Effectively conduct studies and investigations. (Daily)
Maintain and continually upgrade knowledge of methods, materials and equipment used in records management. (Daily)
Maintain and exhibit discretion and integrity at all times when handling confidential information. (Daily)
Speak clearly and concisely before groups. (Daily)
Confer with City Manager to ascertain basic administrative policy and to coordinate action on matters which City Commission has requested. (Daily)
Effectively assign and supervise personnel. (Daily)

PHYSICAL DEMANDS OF ESSENTIAL JOB FUNCTIONS:

Work Type: Light, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

Climbing/Balancing: Minimal, ability to sit and stand

Walking: Minimal amount required

Stooping/Bending: Occasionally

Stand/Sit: Sit about 75 percent of the time

Reaching: Occasional, overhead as well as horizontal

Vision: Adequate to perform essential functions

Color Vision: Adequate to perform essential functions

Hearing: Adequate to perform essential functions

Speech: Frequently express ideas and be understood

Eye/Hand/Foot Coordination: Frequently operates equipment requiring moderate ability

Manual Dexterity: Frequently operates equipment requiring moderate ability

ESSENTIAL JOB FUNCTION EXPOSURES:

Inside/Outside: Work inside

Cold/Heat: Controlled

Wet/Dry: Controlled

Noise/Vibrations: Office equipment

Hazards: None

Fumes/Dust/Odors: No exposure

Infectious Diseases: Low exposure

MENTAL REQUIREMENTS OF ESSENTIAL JOB FUNCTIONS:

Ability to read and comprehend written material.

Ability to listen and apply information and instructions.

Ability to understand and apply financial and accounting concepts.

Ability to evaluate and execute possible courses of action.

Ability to interpret and summarize financial information.

Ability to organize files and effectively retrieve data.

Ability to work under some stressful conditions and meet deadlines.

MACHINES, TOOLS, EQUIPMENT AND WORK AIDS USED: Computer, telephone, copy machine, adding machine, calculator, scanner, and fax machine.

REMARKS:

The above position description is intended to describe the duties of an employee in general terms and does not necessarily describe all of his/her duties.