

RESOLUTION NO. 1402

(Establishing the position of finance director.)

WHEREAS, the proper administration of the city of Albany dictates that the position of a finance officer be created to serve as finance officer of the city responsible for the supervision, accounting, and proper use of city funds, coordination of purchasing, utilities billing and computerization programs for the several departments and assist the city manager with financial and fiscal management of the city program, now, therefore, be it hereby

RESOLVED that the position of finance director is hereby created. Be it further

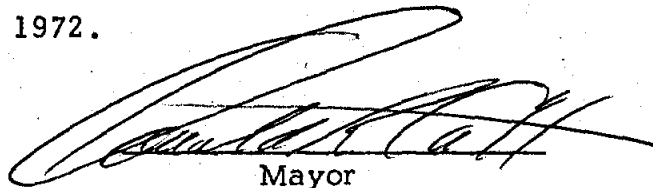
RESOLVED that the responsibility of the finance director shall include, but not be limited to the following:

1. Supervise and direct the collection, handling, and disbursement of all city monies, accounts and investments.
2. Develop and maintain a comprehensive cash flow control system to provide for an investment program to utilize to the fullest temporarily idle city revenues.
3. Establish comprehensive and understandable financial reports which can be used by the City Council and Manager to determine necessary city policy.
4. Develop and maintain internal department records and report systems to provide up-to-date controls on city finances.
5. Coordinate and develop the city's computerization program on the C<sub>4</sub> IBM No. 370 system.
6. Monitor the financial activities of all departments

and keep the city manager and department heads advised of the financial condition of their program at all times.

7. Serve as Deputy City Recorder.
8. Supervise the day-to-day operations of the Finance Department using the latest office management and workflow techniques.
9. Serve as part of the city's "Management Group" with the City Attorney and City Manager's Office to develop financial feasibility studies for programs being considered by the City Council, and advise the City Council on the real or potential impact of city or private actions.
10. Serve as the Financial Officer for the Albany Redevelopment Agency, providing the agency with up-to-date financial accounting of its programs, establishing liaison with H.U.D. when the city and A.R.A. enter into the Midtown Redevelopment Program.
11. Serve as "Controller" of the city of Albany.

DATED this 10th day of May, 1972.



Mayor

ATTEST:



Ernest W. Dehan  
City Recorder