



DIRECTOR OF FINANCE

Unrepresented Employee - Exempt

POSITION CHARACTERISTICS

To plan, organize, lead and continuously improve the activities and operations of the Finance Department including accounting information systems, and customer service; to focus on providing excellent customer service in coordinating assigned activities with other departments and outside agencies; and to provide highly responsible and complex support to the Assistant General Manager and General Manager.

Supervision Received And Exercised

Receives strategic direction from the Assistant General Manager - Administration.

Exercises direct supervision over assigned management, supervisory and administrative personnel.

Examples of Duties - Duties may include, but are not limited to, the following:

Develop, plan and implement department goals and objectives in support of the District's mission and strategic goals; recommend and administer policies and procedures.

Coordinate department activities with those of other departments and outside agencies and organizations; provide staff assistance to the General Manager and Board of Directors; prepare and present staff reports, agenda dockets, and other necessary correspondence.

Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review, evaluate, and continuously improve work products, methods and procedures.

Plan, coordinate, and oversee District-wide annual budget, mid-year, and mid-cycle review process; monitor implementation of District-wide budget to ensure adequate financing; and conduct on-going analysis of District's financial condition and report to and advise the Board accordingly.

Update the Ten-Year Financial Plan as part of the Capital Improvement Program and present the Financial Plan to the Board of Directors.

Direct, review, and participate in various studies; and make annual recommendations regarding water service rates, charges and fees, based on the Ten-Year Financial Plan.

Manage long-term and short-term debt financing; and oversee the cash management and investment program.

Coordinate inter-departmental activities as related to the business structure and goals of the District for operations and capital project financing.

Supervise and participate in the development and administration of the Finance and General District Activities budgets; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement mid-year adjustments.

Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.

Communicate effectively with internal and external customers on matters of financial or customer service related interest to them.

Develop and update purchasing practices and procedures to ensure "best value is received for the dollar.

Track progress and report out on the Customer Service Key Performance measure.

Cost effectively contribute to improving efficiency and effectiveness by implementing and maintaining appropriate computer and network-based tools.

Invest District funds prudently, consistent with the District's Investment Policy, in concert with the AGM Administration and the Accounting Manager.

Represent the Department to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports and studies; prepare written correspondence as necessary.

Perform related duties as assigned.

Knowledge of:

Principles and practices of governmental and utility accounting and financial management, including payroll, general ledger, and customer billing systems.

Principles and practices of debt financing, including long-term capital financing and bond marketing strategy, including rating agency communications needs.

Annual financial reports and external audits.

Customer services and public relations techniques.

Information systems and procedures as used in financial applications.

Pertinent local, State and Federal laws, rules and regulations.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles and practices of organization, administration and personnel management.

Principles and practices of budget preparation and administration.

Principles of supervision, training, employee development, and performance evaluation.

Best practices for rate making standards, principles and methods.

Ability to:

Plan, direct, lead, and control the administration and operations of all aspects of the Finance Department, including forecasting and planning for financial issues affecting the District, and prepare alternatives, analyses, and recommendations for action.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; consistently enforce various personnel rules; and explain and interpret policy.

Develop and implement District-wide and department policies and procedures related to procurement of goods and services, justify investment decisions, ensure timely billings and payments of liabilities, etc.

Work effectively with other departments and colleagues at all levels of the organization.

Gain cooperation through discussion and persuasion.

Successfully develop, control and manage departmental budget and expenditures.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Interpret and consistently apply District policies, procedures, rules and regulations.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned personnel.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business or public administration or a related field.

Experience: Eight years of increasingly responsible experience in professional accounting and financial management, including three years of significant administrative and managerial experience working in a large, public agency.

Physical Demands:

Work is mainly performed in a normal office and meeting room environments. On occasion, the position requires the ability to travel on District business and to visit and inspect District facilities and projects that require traversing uneven or difficult terrain, in all types of weather conditions. The duties of the position require the ability to walk, observe, talk, listen, and operate a computer and telephone. Occasionally, work requires lifting or moving up to 15 pounds. Work hours are irregular and include evening meetings.

Other Requirements:

May need to possess a valid California driver's license as required by the position.

Adopted: February 9, 1989

Retitled: July 4, 1994

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Revised: October 27, 2003

Approved _____ Human Resources and Risk Manager