SOUTH COAST WATER DISTRICT

CHIEF FINANCIAL OFFICER

DEFINITION

The incumbent plans, organizes, oversees, coordinates and reviews the work of staff performing difficult and complex professional, technical and office support functions related to all programs and activities of the Finance Department including the Customer Services and Administrative Services Divisions; administers current and long-range planning activities; manages the effective use of the Department’s resources to improve organizational productivity and customer service; provides highly complex and responsible administrative and professional support to the General Manager and Board of Directors in areas of expertise; and performs related work as required. When designated, may act as General Manager in the General Manager’s absence.

SUPERVISION RECEIVED AND EXERCISED

This position reports to the General Manager. The incumbent directly supervises the Customer Services Manager and the Administrative Manager as well as the Finance Division staff.

CLASS CHARACTERISTICS

This is a department head classification that oversees, directs and participates in all activities of the Finance Department including the Customer Services and Administrative Services Divisions in short- and long-range planning, development, implementation, and administration. The classification regularly interacts with the General Manager, Board of Directors and departmental representatives in obtaining and coordinating projects and information. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of an elected Board of Directors, and the ability to develop, oversee and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering District goals and objectives within general policy guidelines.

The incumbent ensures that her/his activities are aligned with and support the South Coast Water District’s policies, mission, vision, core values, core strategies, and annual action items as well as performance measures.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

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

- Assumes full managerial responsibility for all services and activities of the Finance Department including finance, treasury, accounting, billing, risk management, customer services, and administrative services.
- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures and work standards for the department; establishes, within District policy, appropriate service and staffing levels.
- Manages and participates in the development and administration of the District’s as well as the Finance Department’s budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.
- Selects, trains, motivates and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; conducts quarterly performance and development
sessions with each direct report and ensures each first line supervisors in the Department conducts such sessions with their direct reports; responds to staff questions and concerns.

- Contributes to the overall quality of the department’s service by developing, reviewing and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.

- Coordinates the administration of the annual budget for the District, provides for financial forecasting and planning; tracks the adopted budget and prepares periodic budget reviews for submission to District departments.

- Establishes the District’s central budgeting, accounting, and financial reporting practices; evaluates accounting procedures and financial controls; coordinates the District’s annual audits and responds to and implements audit recommendations.

- Performs District Treasurer duties; manages the District’s investment portfolio; ensures that investments meet the District’s policy guidelines and that adequate cash is available to meet obligations; prepares periodic reports regarding investments to the Board of Directors; prepares annual District Investment Policy.

- Manages revenue collection programs including tax assessments, subventions, license or user fees, and other sources.

- Manages and participates in all activities related to the District’s accounting function, including the accounting system, payroll, accounts payable, processing and issuance of checks and warrants, and cash receipts.

- Represents the Finance Department to other District departments, elected officials and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.

- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.

- Negotiates contracts and agreements; coordinates with legal counsel and District department representatives to determine District needs and requirements for contractual services.

- Participates on and makes presentations to the Board of Directors and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance.

- Maintains and directs the maintenance of working and official departmental files.

- Monitors changes in laws, regulations and technology that may affect District or departmental operations; develops and implements policy and procedural changes as required.

- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the General Manager.

- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.

- Performs other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.

- Public agency budgetary, finance and contract administration, District-wide administrative practices; and general principles of investments, debt financing, and risk management related to the functions of the assigned area.

- Applicable Federal, State, and local laws, codes, regulations, and procedures.

- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration.
Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.

Methods and techniques for writing and presentations, contract negotiations, business correspondence and information distribution; research and reporting methods, techniques and procedures.

Record keeping principles and procedures.

Modern office practices, methods, and computer equipment and applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the District in contacts with government agencies, community groups and various business, professional, regulatory and legislative organizations.

Techniques for dealing effectively with the public, vendors, contractors and District staff, in person and over the telephone.

Techniques for providing a high level of customer service to the public and District staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the department and the District.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility.
- Select, motivate and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations, and a variety of District programs and administrative activities.
- Conduct effective negotiations and effectively represent the District and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Effectively represent the department and the District in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

EXPERIENCE AND TRAINING GUIDELINES

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

Experience:
Seven (7) years of management or administrative experience in finance administration and/or City government.

**Training:**

Equivalent to graduation from an accredited four-year college or university with major coursework in business or public administration, accounting, finance, or a related field. Possession of a Master’s Degree is highly desirable.

**License or Certificate:**

- Valid California class C driver’s license with satisfactory driving record.
- Certified Public Accountant’s certification is highly desirable.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various District sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard, typewriter keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push and pull drawers open and closed to retrieve information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees work in an office environment with moderate noise levels, controlled temperature conditions and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

_The specific statements shown in each section of this classification description are not intended to be all-inclusive. They represent the essential functions and minimum qualifications necessary to successfully perform the assigned functions. Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job._