

ASSISTANT DISTRICT MANAGER

DEFINITION

Under administrative direction, plans, organizes, coordinates, and directs departments, objectives, and projects as assigned by the District Manager; acts in the absence of the District Manager; performs related work as assigned.

CLASS CHARACTERISTICS

This single position class is responsible for the development and administration of assigned programs and departments, including supervising any assigned staff. The employee is expected to demonstrate a high level of professional administrative expertise in establishing and maintaining efficient and effective departmental operations consistent with Board policies and administrative guidelines established by the District Manager. The employee also functions as a member of the District's management team and participates in addressing issues of concern to the District which may not have a direct impact on the employee's area of specialization. This position is distinguished from the District Manager, which is responsible for all District functions.

ESSENTIAL FUNCTIONS

Essential functions include, but are not limited to, the following:

- Develops and implements goals, objectives, and work standards for assigned departments and projects; identifies problems, determines analytical approach, evaluates alternative courses of action, and makes recommendations regarding such areas as organizational structure, staffing requirements, cost analysis, productivity, and procedure modifications;
- Prepares or directs the preparation of a wide variety of information and background materials for the Board of Directors; attends and may present at Board and Committee meetings;
- Serves as District Treasurer and Chief Fiscal Officer; directs the development and administration of the District's budget; directs and prepares financial analyses and rate and cost studies; coordinates debt issuances with the District's financial advisor, bond counsel, and underwriter; analyzes and recommends water rates, fees, and other charges; supervises and provides guidance to the Office Manager and Information Systems Manager;
- Assumes responsibility for the proper investment of District funds in accordance with the District's Investment Policy;
- Administers the District insurance and risk management functions.
- Coordinates the District's outside annual certified audit, participates in the selection process of the auditing firm, and implements adequate internal controls to safeguard the District's assets.
- Responds to and directs the execution of public records requests and legal proceedings with the guidance of legal counsel;
- Plans, schedules, supervises, reviews, and evaluates the work of assigned staff; directs staff training and development; reviews and evaluates employee performance; recommends disciplinary action; Assists with the administration of personnel related matters, including employment procedures, grievances, classification and pay, and employer-employee relations;

- Maintains liaison with representatives of other agencies, community groups, boards and commissions, contractors, joint powers authorities and others; coordinates and administers interagency agreements; assists in the development of District-wide goals and objectives; analyzes current and historical trends; determines variances and recommends improved cost effectiveness;
- Operates copiers and a variety of office equipment;
- Performs duties in a professional manner and works well with others or in a team setting;
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public;
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities;
- Observes safe work practices and safety methods; performs other duties as assigned.

QUALIFICATIONS GUIDELINES

Knowledge, Skills, and Abilities

Knowledge of:

- The principles and practices of public administration and government finance;
- Data collection and analysis techniques;
- Principles and practices of budgeting, accounting, finance, investment, auditing, and the development and maintenance of fiscal controls,
- Knowledge of retirement and medical plans offered to employees
- Risk management and insurance.
- The operations typical of district services;
- Principles and practices of supervision including selection, work evaluation, and training;
- Computer applications related to the work;
- Applicable laws and regulations; including Public personnel administration, and employer-employee relations.
- Techniques of maintaining effective Board/staff and public/staff relations.
- Municipal water treatment and distribution, including regulations.

Ability to:

- Communicate clearly and concisely, both orally and in writing;
- Analyze, research, and prepare complex reports on a variety of subjects;
- Establish and maintain effective relationships with the community at large, the Board of Directors, District employees, other public officials, and others contacted in the course of the work; represent the District at various meetings;
- Plan, direct, and coordinate District programs including fiscal, investment, and records management programs;
- Select, train, supervise, and evaluate employees;
- Analyze legislation and develop effective recommendations;
- Operate programs within allocated amounts; plan and achieve a balanced budget;
- Respond to emergency and problem situations in an effective manner;
- Understand, explain, and apply policies and procedures; participate in developing new District policies;
- Analyze unusual situations and resolve them through application of management principles and practices; assist in developing comprehensive plans to meet future District needs/services;

- Deal constructively with conflict and develop effective resolutions;

Education & Experience

Any combination of education or experience that would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Bachelor degree in business or public administration, finance, accounting, or a closely related field, and five years of progressively responsible management level experience in administrative systems, finance, budgetary, or closely related work, preferably in a water or wastewater agency. A CPA is desirable.

Licenses, Certificates, and Special Requirements

- None required; however, a CPA license is desirable

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Employees may be required to wear and/or use personal protective and other safety equipment. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit; talk or hear; use hands and fingers to grasp; and feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required walk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Environment: Office environment. Frequently works in or around areas with minor amounts of dust. Some work done on ladders up to 4 feet above ground. Noise level is usually quiet.

CHIEF FINANCIAL OFFICER

Definition

Under administrative direction and policy direction of the Board of Directors, performs office work directly related to the management or general business operations of the District. The Finance and Accounting Manager plans, organizes, and directs the financial, accounting, and business related administrative functions of the District; assists the General Manager with the protection of District assets and the maintenance of budget controls; performs the most complex accounting functions; invests District funds; and provides direction for implementing District policies and programs. Duties include the exercise of discretion and independent judgment.

This position is classified as a management position that is exempt under the Fair Labor Standards Act (FLSA).

Examples of Duties

- Serves as the Chief Financial Officer and Controller for the District.
- Plans, organizes, directs, and manages District financial, accounting, administrative and office support staff, investment decisions, and administrative/personnel duties including implementation of District programs and policies.
- Provides long range financial planning, protection of District assets, and development and maintenance of budget controls.
- Prepares, presents, and monitors the District's budget.
- Assumes responsibility for the proper investment of District funds in accordance with the District's Investment Policy.
- Coordinates the District's outside annual certified audit, participates in the selection process of the auditing firm, and implements adequate internal controls to safeguard the District's assets.
- Responsible for managing District information technology and developing and maintaining a fully integrated management information system, ensuring the availability of necessary financial, statistical and management data.
- Administers long-term capital project financings, reviews interest rate opportunities, and monitors bond covenant/continuing disclosure certifications.
- Oversees the recording of assets and ensures timely posting of general ledger activity; and directs the development, preparation, and timely presentation of financial reports and statements.
- Maintains proper administration of District's grant funding opportunities.
- Administers the District insurance and risk management functions.
- In coordination with the General Manager, develops and maintains District human resources policies and procedures, coordinates and administers health and welfare benefit programs, and assists with the administration of personnel related matters, including employment procedures, grievances, classification and pay, and employer-employee relations.
- Assists the General Manager in collective bargaining negotiations.
- Performs related duties as assigned.

Typical Physical Activities

- May occasionally travel by airplane and automobile in conducting District business.
- Communicates orally with District Board members, co-workers, and the public in face-to-face, one-on-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Sits for extended time periods. Works a full day at the District office.
- Hearing and vision within normal ranges.

CHIEF FINANCIAL OFFICER

Employment Standards

Required Knowledge:

- Principles and practices of budgeting, accounting, finance, investment, and the development and maintenance of fiscal controls.
- Laws, rules, ordinances, and legislative processes controlling special district functions and operations.
- Principles and practices of auditing.
- Computerized management information and fiscal systems.
- Risk management and insurance.
- Investment principles and practices.
- Cost estimating and contract administration.
- Public personnel administration, affirmative action, and employer-employee relations.
- Principles and practices of personnel administration.

Ability To:

- Plan, organize, coordinate, and direct the financial, budgeting, personnel and benefit system, management information systems, investment, and risk management functions of the District.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Provide supervision, training, work development, and evaluations for finance/accounting, administrative and office staff.
- Coordinate District budget development and fiscal controls.
- Direct the maintenance of ledgers and journals and oversee the preparation of timely financial reports and statements.
- Effectively represent the District's personnel policies, programs, and services with individual citizens, community groups, and other governmental organizations.
- Maintain responsibility for insurance and risk management functions.
- Communicate well during public presentations.
- Provide advice and consultation to the General Manager on the development of fiscal system, policies, and assets.

Desirable Qualifications:

Broad and extensive work experience that includes performing financial analysis, accounting, management information system development, budgeting, risk management work, and personnel system development and administration including position classification, compensation system development, equal employment opportunity, and benefit administration. This experience should include at least five years of responsible professional experience in a management or supervisory capacity within private industry or independent special enterprise districts.

A Bachelor's degree in Finance, Accounting, Business Administration, or closely related field from an accredited college or university is required. A CPA is desirable. Possession of a valid California Class C Drivers License will be required free of any multiple or serious traffic violations or accidents.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.