

Marina Coast Water District

May 2016

Deleted: March 2010

DIRECTOR OF ADMINISTRATIVE SERVICES

DEFINITION

Under general direction, plans, organizes, directs and coordinates the District’s financial activities to include highly complex professional accounting duties in the analysis, preparation and maintenance of financial records and reports, development, implementation and revision of accounting systems, procedures and internal controls, and coordination of the outside audit process; oversees accounting, information technology services, procurement, contracts, and budget preparation, serves as Chief Financial Officer for the District; provides professional assistance to District management staff in areas of expertise, and performs related work as required.

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SUPERVISION RECEIVED AND EXERCISED

Administrative direction is given by the General Manager. Direct supervision is provided to Accountant II, and Application Systems Analyst.

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Deleted: Customer Service staff.

CLASS CHARACTERISTICS

This single-position department head class oversees, and directs activities of the Finance, Accounting, and IT Department, including all budget functions. The work involves both the oversight of functions and activities and performs diverse and specialized accounting work that is complex and involves significant accountability and decision-making responsibility. This classification is responsible for supervising accounting, and information technology staff and managing areas such as, enterprise fund accounting, grant research, fixed asset accounting, utility billing, purchasing and procurement and other related activities for all District funds. Within this framework, the incumbent of this classification is accountable for planning, meeting operational goals and objectives and conducting special studies and projects.

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EXAMPLES OF DUTIES (Illustrative Only)

- Plans and coordinates preparation of the District budget and monitor revenues and expenditures throughout the year, including budget guidelines and projections; attends budget meetings, prepares supporting documentation such as spreadsheets and graphs.
- Performs a variety of complex financial duties in support of accounting and financial reporting; oversees the establishment and administration of the financial control systems.
- Invests District funds and manages investment activities; analyzes, researches and studies investment opportunities by keeping current on the development of legislation affecting the District’s financial status and functions.

- Provides technical advice to the Board of Directors, General Manager and District staff in financial and accounting matters; makes presentations regarding agenda items and resolutions.
- Forecasts future financial trends and economic impacts that may affect District operations.
- Manages the preparation of a variety of required monthly, periodic and annual financial and statistical reports and accounting summaries.
- Coordinates financial reporting and auditing activity with external auditors and other agencies; researches, compiles and analyzes data; prepares reports as required, including the preparation of audit schedules and confirmations; responds to inquiries from auditors and provides information as needed.
- Provides professional, technical accounting and budget advice to District staff; coordinates activities with other departments; assists in special projects as assigned, including preparing financial reports and other information required by District staff and external agencies.
- Oversees development and maintenance of the automated financial management system.
- Prepares schedules of direct and indirect cost allocations for cost centers.
- Oversees the selection of staff; provides for training and development; reviews and approves performance appraisals and recommendations for disciplinary actions, wage and salary actions, promotions, and related employment actions.
- Reviews the impact of annexations, new developments, sales taxes, impact fees, capital improvement, regulations and technology changes
- Administers the District's programs related to the issuance of grants and loans.
- Prepares and directs the preparation of a variety of correspondence, reports, procedures and other written materials.
- Maintains and directs the maintenance of working and official departmental files.

QUALIFICATIONS

Knowledge of:

- Principles and practices of public agency finance and budget development, including investments, auditing and reporting functions in conjunction with Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB).
- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Principles and practices of public funds investment, cash management, banking operations and systems, analysis of complex financial statements and reports, and research and statistical evaluation of data.
- Methods and principles of management, including mentoring, counseling, work planning, evaluating, training, and corrective action.
- Applicable Federal, State and local laws, codes and regulations.
- Computer applications related to the work, including word processing, spreadsheet, database management and specific financial applications.

- Techniques for effectively representing the District in contacts with governmental agencies, various business, professional, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to the public, representatives of other agencies, and District staff, in person and over the telephone.

Skill in:

- Managing, overseeing, and personally participating in a comprehensive public agency financial management program.
- Overseeing the planning, development and implementation of a District-wide financial plan.
- Maintaining an effective investment portfolio within the guidelines established by the District.
- Gathering and analyzing data, drawing conclusions, project consequences, formulate strategies, and make recommendations.
- Exercise sound judgment in handling large sums of money and maintain cash flow procedures and reporting systems.
- Interpret, apply, and explain legislation, rules, regulations, policies, and procedures, including the District's investment policy and cash handling policy.
- Maintaining accurate financial records and preparing accurate statistical reports for informational, auditing and operational use.
- Administering programs and the work of professional, technical and office support staff directly and through subordinate levels of supervision.
- Providing for the selection, training, professional development, motivation and work evaluation of staff.
- Meeting schedules and deadlines.
- Developing and implementing goals, objectives, policies, procedures, work standards and internal controls for the department.
- Interpreting, applying and explaining complex laws, codes, regulations and ordinances.
- Effectively representing the department and the District in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory and legislative organizations.
- Using tact, initiative, prudence and independent judgment within general policy and legal guidelines.
- Establishing and maintaining effective working relationships with those contacted in the course of the work.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in economics, finance, business management, public administration or closely related field. Master's degree in Public Administration or Business Management preferred.

Experience:

Seven (7) years of increasingly responsible experience in accounting and finance to include purchasing, investments, cash management, internal audit control, and debt issuance with at least five (5) years at the management/supervisory level. Experience in a public agency setting is highly desirable.

License:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen and hearing and speech to communicate in person and over the telephone.

FLSA Status: Exempt not eligible for overtime

Bargaining Unit: Teamsters Local 890