

SAN BERNARDINO MUNICIPAL WATER DEPARTMENT CLASSIFICATION SPECIFICATION

TITLE: DIRECTOR OF FINANCE

DATE: 5/18/2006

JOB CODE: 11708

FLSA STATUS: EXEMPT

UNIT REPRESENTATION: MGMT/CONF

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DUTIES SUMMARY

Under general administrative directions, to plan, organize, direct and administer the Municipal Water Department programs involving accounting, debt financing, rate analysis, long-range financial planning, and construction financing; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Receives direction and reports to the General Manager, or designee. Directs the activities of employees through supervisors in the accounting and finance sections. Directly supervises the Administrative Coordinator and the Principal Accountants.

EXAMPLES OF DUTIES

The following duties are typical essential duties for positions in this classification. Any single position may not perform all of these duties and/or may perform similar related duties not listed here:

- Provides courteous and expeditious customer service to the general public and City Department staff;
- Routinely adheres to and maintains a positive attitude towards City and department goals;
- Develop and implement goals, objectives, policies and priorities;
- Direct the general accounting activities of the municipality including the maintenance of general ledgers and related subsidiary records;
- Prepare financial reports reflecting the financial status of the various departments of the municipality;
- Develop and maintain internal accounting controls;
- Plan, develop, implement and administer the cash management and investment program;
- Assist in setting water and wastewater rates, fees and charges;

- Forecast revenues, expenditures and year-end balances;
- Prepare special financial reports, studies and analyses;
- Direct preparation of the annual financial reports required by law;
- Supervise, train and evaluate subordinate professional and administrative support staff.

QUALIFICATIONS

Any combination of education, training, and experience that would likely provide the knowledge, skills, and abilities to successfully perform in the position is qualifying. A typical combination includes:

Knowledge of:

- Principles, practices and methods of modern accounting and auditing;
- Principles and practices of financial administration including budgeting and reporting;
- Modern offices practices, procedures, methods and equipment;
- Municipal debt administration;
- Budget preparation, program analyses and revenue forecasting;
- Principles and practices of organization, administration, budget and personnel management;
- Principles and practices of rate setting;
- Public relations techniques.

Ability to:

- Develop, revise and install accounting systems and procedures;
- Exercise judgment and discretion in applying and interpreting departmental policies and practices;
- Exercise tact and deal effectively with other officials, employees and the general public;
- Prepare varied financial statements, reports and analyses;
- Plan, organize and supervise a large complex operation and motivate employees;
- Maintain a driving record which meets Vehicle Code Standards and is acceptable to the Department and its insurance carrier.

MINIMUM QUALIFICATIONS

Education: Bachelor's Degree in accounting, finance, business or public administration or a closely related field,

And

Experience: Three (3) years of professional financial experience of which two (2) years must have been at a managerial level, preferably with a water utility organization with broad administrative responsibilities,

And

Certificates: Must possess a valid California Class "C" driver's license; Note: For out-of-state applicants, a valid driver's license is required, and a valid Class "C" California driver's license is required within ten (10) days after appointment (Vehicle Code 12504a).

PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS

There is frequent need to stand, sit, stoop, walk, and perform other similar actions during the course of the workday. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

Must be able to see in the normal visual range with or without correction with vision sufficient to read small print, computer screens and other printed documents. Must be able to hear in the normal audio range with or without correction. Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.

CAREER LADDER

From: Director, Finance

To: General Manager