

PADRE DAM MUNICIPAL WATER DISTRICT

CLASS SPECIFICATION

CLASS TITLE: Director of Finance

DEPARTMENT: Finance	ACCOUNTABLE TO: General Manager	FLSA STATUS: Exempt
SALARY RANGE:	UNCLASSIFIED	
<p>CLASS SUMMARY: Under policy direction of the General Manager, the Director of Finance is a member of the District's senior management team and responsible for implementation of the policies of the Board, the Strategic Plan, and administration of the annual appropriations budget. Duties include: overseeing the accounting, finance, and information systems; overseeing the investments of funds and control over the District assets; directing the completion of the District-wide budget including revenue prediction, rate setting, and budget appropriations; performing long-range strategic planning; and, conducting studies, analyzing alternative financial scenarios and providing administrative reports of findings with recommendations to the elected Board of Directors.</p>		
<p>DISTINGUISHING CHARACTERISTICS: The Director of Finance is a stand alone classification which is distinguished from other classes by its responsibility for overall operation of the Finance Department.</p>		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FREQUENCY
1.	Supervises staff to include: assigning and reviewing work, ensuring staff are trained, resolving conflicts, interviewing applicants, conducting performance evaluations, handling disciplinary actions, and making hiring and termination decisions.	Daily 20%
2.	Manages department operations which include: establishing priorities, managing cash flow investments, managing business information systems, and overseeing annual audits. Participates on the District's Management Team in determining District priorities and assisting in making high level decisions.	Daily 20%
3.	Develops and enforces policies and procedures; establishes goals and standards; and, ensures compliance with laws and regulations.	Daily 20%
4.	Participates in meetings and ensures that the interests of the Department and District are represented. Serves as liaison between the department and other organizations.	Weekly 10%
5.	Oversees the preparation of departmental reports such as status reports, financial reports, and monthly and annual reports.	Weekly 5%
6.	Provides technical advice and direction in area of expertise.	Weekly 5%
7.	Prepares and presents the departmental budget and monitors expenditure.	Monthly 5%

PADRE DAM MUNICIPAL WATER DISTRICT

CLASS SPECIFICATION

CLASS TITLE: Director of Finance

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY
8.	Assists with the implementation of Board Directives.	Monthly 5%
9.	Sets rates through Board Directors.	Monthly 5%
10.	Creates financial models used for historical/ prospective results and for rate setting.	Annually 5%
11.	Performs other duties of a similar nature or level.	As Required

Knowledge (position requirements at entry):

- Leadership and management theories and principals;
- Codes, laws, and regulations governing area of assignments;
- Accounting theories and principals.

Skills (position requirements at entry):

- Applying Generally Accepted Accounting Principals;
- Motivating, monitoring, and evaluating staff;
- Developing and implementing policies and procedures;
- Enforcing policies and procedures;
- Resolving problems;
- Coordinating functional areas;
- Preparing detailed reports;
- Giving presentations;
- Using computers and related software applications;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Training and Experience (position requirements at entry):

Bachelor's Degree in Accounting or a related field and at least five years of increasingly responsible administrative/management experience. A Master's degree in Business Administration is preferred.

Licensing Requirements (position requirements at entry):

- Valid California Driver's License;
- Certified Public Accountant or a Certified Management Accountant.

PADRE DAM MUNICIPAL WATER DISTRICT

CLASS SPECIFICATION

CLASS TITLE: Director of Finance

Physical Requirements:

Positions in this class typically require: fingering, grasping, talking, hearing, seeing, and repetitive motions. Incumbents may be subjected to travel.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Classification History:

Date: 4/98; 10/01