

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Director of Finance

<b>DEPARTMENT:</b> Finance	<b>ACCOUNTABLE TO:</b> General Manager	<b>FLSA STATUS:</b> Exempt
<b>SALARY RANGE:</b>	<b>UNCLASSIFIED</b>	
<p><b>CLASS SUMMARY:</b> Under policy direction of the General Manager, the Director of Finance is a member of Padre Dam’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 functions; overseeing the investments of funds and control over Padre Dam assets; directing the completion of the District-wide budget including revenue prediction, rate setting, and budget appropriations; performing long-range strategic planning; and, analyzing alternative financial scenarios and providing administrative reports of findings with recommendations to the elected Board of Directors.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> 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>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
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.
2.	Develops and directs the implementation of goals, objectives, policies and standards for the finance Department; provides professional assistance to Padre Dam’s Management Team, the Board of Directors and other departments on finance, budget and related matters; provides comprehensive financial management services and solves a broad range of complex finance, rate setting and financing problems; prepares revenue projections and models; analyzes and makes recommendations on major construction, capital improvement and operating programs.
3.	Oversees preparation and presentation of Padre Dam’s multi-year operating and capital budgets to the Board of Directors; directs the preparation and distribution of regular budget performance reports and periodic financial reports to the Board of Directors, Padre Dam’s Management Team, departments and other governmental and regulatory bodies.
4.	Serves as liaison between the department and other organizations.- Represents the Financial Department to other Padre Dam departments, governmental officials and outside agencies; explains, justifies and defends the programs, policies and activities, negotiates and resolves sensitive, significant and controversial issues.
5.	Oversees and participates in the annual review and revision of Padre Dam’s rates and charges; creates financial models used for historical/prospective results and rate setting; develops strategies and approaches for evaluating rate change alternatives; directs the development and recommends proposed rates and charges; attends and represents Padre Dam in public meetings and rate hearings; oversees the implementation of new rates following Board approval.
6.	Directs and oversees Padre Dam’s investment and cash management programs; proposes investment guidelines and alternatives; ensures compliance of investment activities with policy requirements; directs the monitoring and evaluation of investment performance and strategies.

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DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
7.	Analyzes, develops and reviews reports of findings, alternatives and recommendations involving a broad range of revenue, financing and financial management issues; makes presentations to Padre Dam's Management Team, Board of Directors and others on Padre Dam financial status and operations; monitors develops related to finance and funding matters and evaluates their impact on Padre Dam's operations and financial programs; recommends policy and procedural improvements.
8.	Performs special projects and assignments as requested by the General Manager and the Board of Directors.
9.	On an occasional basis, works with rating agencies, advisors and outside bond counsel in the issuance of revenue bonds; reviews all bond documents and information prepared for bond covenants; monitors the interest rate market to remain alert for refunding opportunities.
10.	Performs other duties of a similar nature or level.

**Knowledge** (position requirements at entry):

- Leadership and management theories and principals;
- Codes, laws, and regulations governing area of assignments;
- Accounting theories and principles including enterprise accounting, financial statement preparation and methods of financial control and reporting; cost and fixed asset accounting; internal control and audit;
- GAAP and GASB accounting standards and requirements;
- Principles and practices of public agency budgeting, capital financing and rate setting;
- Principles, practices, laws and regulations governing the investment and management of public funds;
- Research methods and statistical and financial analysis techniques;
- Principles and practices of computer-based financial, accounting and reporting systems.

**Skills** (position requirements at entry):

- Applying Generally Accepted Accounting Principals;
- Analyzing and making sound recommendations on complex financial data and operations;
- Planning and directing a variety of financial programs and activities;
- Defining complex financial, rate setting and financing issues;
- Motivating, monitoring, and evaluating staff;
- Developing and implementing policies and procedures;
- Enforcing policies and procedures;
- Resolving problems;
- Coordinating functional areas;
- Preparing clear, concise and comprehensive financial and treasury statements;
- 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.

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**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 desirable.

**Licensing Requirements** (position requirements at entry):

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

**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; 12/07