



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Assistant General Manager/Chief Financial Officer
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### **GENERAL PURPOSE**

Under policy direction and the direction of the Deputy General Manager, plans, organizes, integrates, directs, manages and evaluates the activities, operations and services of the Finance and Information Systems departments; implements financial strategies and plans, organizes, and manages the District’s financial affairs, including but not limited to the areas of financial planning for capital projects, budgeting, accounting, cash management, project accounting, payroll processing, rate setting, and bond financing; oversees and evaluates the operations of the Information Systems department to ensure the effective and efficient delivery of systems, programs and services; manages the development of short- and long-term goals and objectives consistent with the Strategic Plan and annual business plan and ensures their effective execution, ensures all assigned operations and functions serve the needs of the District, while complying with applicable laws and regulations; and performs related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This senior management classification is responsible for planning and directing the staff, operations and activities of the Finance and Information Systems departments, as well as performing the duties and responsibilities of Chief Financial Officer. The incumbent assumes responsibility for short- and long-term planning as well as development and administration of policies, procedures, and services within assigned areas of the administrative branch. This class provides assistance to executive management on a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, District functions and activities, including the role of the District’s Board of Directors, and the ability to develop, oversee, and implement projects and programs in a variety of areas. Responsibilities include coordinating the assigned activities of the administrative branch with those of other departments and outside agencies and managing and overseeing the complex and varied functions associated with these activities. The incumbent is accountable for accomplishing planning for assigned activities within the administrative branch and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives policy direction from the Deputy General Manager. Exercises direct supervision over management, professional, technical, and administrative support staff through subordinate levels of management.

#### **TYPICAL DUTIES AND RESPONSIBILITIES**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this position.*

- Plans, organizes, controls, integrates, and evaluates the work of the assigned activities of the administrative branch which encompasses the Finance and Information Systems departments; interprets District ordinances, policies, and applicable laws and regulations, and ensures services comply with the policies and strategic direction set by the General Manager, Board of Directors, and mandated regulations.
- Assumes full management responsibility for all finance and budget services and activities including cash management, budget management, debt management, and internal control management; plans, directs, and coordinates the finance and capital budget work plan; meets with staff to identify and resolve problems; assigns responsibility; prepares instructional material and coordinates meetings with department and executive management personnel as needed to facilitate budget preparation.
- Through the assigned department head, directs and oversees the delivery of systems, network computer operations, and support services to all departments; directs and oversees the development, enhancement, quality assurance testing and installation of new applications and systems upgrades and the installation, implementation, and conversion to new programs and hardware; ensures that department documentation standards are met; ensures that system architectures meet department standards and District operational requirements; oversees and directs the establishment of data standards, data ownership, and data access and security measures.
- With assigned department head(s) and functional leads, directs the development, implementation, and evaluation of short- and long-term District-wide goals and objectives, plans, programs, projects, policies, and systems focused on achieving the District's mission, Strategic Plan, and Board priorities.
- Provides expert advice and assistance to the Deputy General Manager and General Manager in identifying, articulating, and implementing District policies, programs, and projects to meet community and customer needs.
- Selects, motivates, and directs finance and information systems management staff; plans and evaluates performance of assigned managers and staff; establishes

performance requirements and personal development targets; evaluates and reviews work for acceptability and conformance with standards, including program and project priorities and performance evaluations; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules, policies, and labor contract provisions.

- Provides day-to-day leadership and works with executive and management team members to ensure a high performance, customer service-oriented work environment consistent with sound management principles and District mission and values.
- Analyzes proposed state and federal laws, regulations, and court decisions for their impact on District practices and operations within assigned areas of responsibility; recommends and implements policy and procedure changes consistent with requirements. Participates in assessing regional, industry, District service area, improvement/ assessment district, community and customer needs, and ensures objectives and priorities are focused on meeting those needs effectively, efficiently, and with high quality services; serves as an advisor to the Deputy General Manager and General Manager on a diverse range of matters regarding financial matters, policy issues, programs, and projects.
- Participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the District's interests and needs; analyzes proposed legislation and recommends options for the District's position on legislative matters affecting operations.
- Represents the District as requested or assigned in dealings with constituent agencies in the District's service area, the Metropolitan Water District, and with other industry and governmental agencies, and professional organizations.
- Within assigned areas of accountability, serves as the District's representative to professional, industry, and community groups and customers and to other agencies, organizations, and individuals.
- Participates in regional, state, and national financial, and other professional meetings and conferences to stay abreast of trends and technology related to District operations in assigned areas of accountability.
- With the assigned department head, evaluates the uses of emerging technology in meeting long-term District business and operating strategies and cybersecurity efforts; oversees and directs the study of new technology to determine its utility, consistency with department technology standards, relevance for meeting District business and operational requirements, expected return on investment and cybersecurity requirements; recommends and establishes long-range technology

direction and strategies; oversees and directs the development of a long-range funding plan for maintenance and replacement of hardware.

- Works with the assigned department head and District executives to evaluate current and anticipated information systems and technology requirements and examine the feasibility of alternative conceptual approaches to meeting such requirements; works to prioritize application development and technology upgrade requests; recommends approaches and action plans that will produce maximum return on District technology investments.
- Analyzes, develops, and reviews reports of findings, alternatives, and recommendations involving a broad range of revenue, financing, and financial management issues; makes presentations to District management, the Board and Board Committees and others on District financial status and operations; monitors developments related to finance and funding matters and evaluates their impact on District operations and financial programs; recommends policy and procedural improvements.
- Provides short- and long-term financial planning and debt management for the District, including coordination of debt issuance activities and establishing general obligation tax rates each year to ensure adequate revenue to meet debt obligations.
- Leads the annual review and revision of the District's structures of water and sewer rates and charges; directs the implementation of new rates following Board approval.
- Directs and oversees the Agency's investments and cash management programs; proposes investment guidelines and alternatives based on market strategies; ensures compliance of investment activities with policy requirements; monitors and evaluates investment performance and strategies for strengthening and improving yield and reducing risk.
- Monitors capital markets and works with rating agency, financial advisor, and outside bond counsel in the issuance of revenue bonds; reviews all bond documents and prepares information required for bond covenants; monitors the interest rate market to remain alert for refunding opportunities; stays abreast of law and regulations governing municipal financing and capital financing strategies.
- Oversees the production of all external financial-reporting requirements, including quarterly and annual financial statements.
- Continuously monitors the District's financial position and seeks opportunities to enhance and strengthen this position by proposing strategies and restructuring programs to improve revenue, reduce operating expenses, and optimize use of restricted funds.
- Continuously monitors and reviews annual redevelopment tax increment and works with county and redevelopment agencies to ensure District receives eligible tax increment revenues.

- Directs the preparation and distribution of regular budget performance reports and periodic financial reports to the Deputy General Manager, General Manager, Board, District management, departments, and other governmental and regulatory bodies.
- Evaluates capital improvement projects to ensure maximization of investment; determines source of funding for all capital improvement projects.
- Participates in the development of, and monitors performance against, the department's annual budget.
- Initiates and coordinates internal audits from time to time within the various segments of the organization as deemed necessary to support the District's annual financial audit and at the request of the General Manager.
- May act for the Deputy General Manager in his or her absence.
- Ensures staff observe and comply with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

## **REQUIRED QUALIFICATIONS**

### Knowledge of:

- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned areas of responsibility.
- Principles and practices of effective leadership, management, and supervision.
- Principles and practices of public administration, including budgeting, purchasing, and maintenance of public records.
- Organization, function, role and authority of a public agency Board of Directors.
- The Brown Act and other laws and regulations governing the conduct of public meetings.
- Principles and techniques of working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Principles and practices of general, fund, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of public agency capital financing, cost and fixed asset accounting.
- Principles and practices of internal control and audit principles and practices; GAAP, GASB, and GFOA accounting standards and requirements.
- Advanced principles and practices of budget preparation and administration.
- Principles and practices of technology project management.
- Principles and practices of technology security measures.

- District operations and functions and associated information systems and technology issues.
- Federal, state, and local laws, regulations, and court decisions applicable to assigned areas of responsibility.
- Social, political, and environmental issues influencing program/project development and implementation.
- Research methods and analysis techniques.
- Principles and practices of effective management and supervision.
- District personnel rules, policies, and labor contract provisions.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Plan, direct, oversee, and manage the staff and operations of comprehensive finance and information systems functions and services.
- Develop and implement goals and objectives, practices, policies, procedures, and work standards.
- Provide administrative, management, and professional leadership for the District.
- Evaluate financial programs and make recommendations for improvement.
- Prepare clear, concise, and comprehensive financial and treasury statements, correspondence, reports, studies, and other written materials.
- Understand, interpret, explain, and apply District, state, and federal policy, law, regulation, and court decisions governing operations in assigned areas of responsibility.
- Analyze and make sound recommendations on complex management and administrative issues.
- Present proposals and recommendations clearly, logically, and persuasively in public meetings.
- Represent the District effectively in negotiations.
- Develop and implement appropriate procedures and controls.
- Prepare clear, concise, and comprehensive correspondence, reports, studies, and other written materials.
- Effectively represents the District in meetings with governmental agencies, community groups, various business, professional and regulatory organizations, and in meetings with individuals.

- Prepare clear, concise and comprehensive correspondence, reports, studies, and other written materials.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Ten (10) years of progressively responsible financial and administrative management experience in the operation of a large, complex public utility, five (5) of which should be in a management capacity.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, economics, business or public administration, or a related field. Master's degree is desirable.

Licenses/Certifications:

- None required.
- Certified Public Accountant is desirable.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push,

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and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

#### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed, and fully understand the job description for Chief Financial Officer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

*Employee Name (print):* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Employee Number:* \_\_\_\_\_

*Employee Signature:* \_\_\_\_\_