

ORANGE COUNTY SANITATION DISTRICT

CLASS SPECIFICATION

Job Code: 0005
FLSA Status: Exempt
Bargaining Unit: Executive Mgt
Effective Date: 11/15/06
Revised Date: 03/24/08

CLASS TITLE: DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES

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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.

SUMMARY DESCRIPTION

Under executive direction of the General Manager, plans, directs, manages, and oversees the activities of the Finance and Administrative Services Department operations which includes finance, human resources and labor relations, information technology services, and contracts, purchasing and materials management. Coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the General Manager, Assistant General Manager, and Board of Directors.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Provide highly responsible and complex administrative support to the General Manager, Assistant General Manager, and Board of Directors in the areas of finance and administrative services.
2. Manage strategic financial activities related to accounting, financial reporting, debt issuance strategies, budget administration, risk management, financial analysis, treasury and portfolio management, and developing and managing the District's financial system.
3. Manage strategic human resources activities related to classification and compensation, performance management, employee benefits, employee/labor relations, human resources information systems, employee development, training, recruitment, and employee services.
4. Manage strategic information technology activities related to hardware, software, GIS, and telecommunications systems.
5. Manage strategic contracts and purchasing activities related to contract administration, procuring supplies, equipment, services, and warehousing operations.
6. Formulate, recommend and administer policies and procedures governing the operational areas of finance and administrative services.
7. Manage the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommend and administer policies and procedures.
8. Establish, within District policy, appropriate service and staffing levels; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; allocate resources accordingly.
9. Assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct and implement changes.
10. Plan, direct, and coordinate, through subordinate level staff, the Finance and Administrative Services Department's work plan; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures; meet with key staff to identify and resolve problems.

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11. Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
12. Participate, in support of the General Manager, in policy direction on Labor Relation issues and in labor negotiations with Employee Represented Groups.
13. Continual participation in leadership and management programs to provide positive constructive leadership and management direction to staff and all levels of the organization.
14. Actively engage in the succession management initiative, to include leading the department's workforce planning efforts and encouraging related staff development through appropriate development activities.
15. Oversee and participate in the development and administration of the department budget; approve the forecast of funds needed for staffing, equipment, materials, and supplies; approve expenditures and implement budgetary adjustments as appropriate and necessary.
16. Evaluate the District's financial position and oversee the issuance of periodic financial and operating reports including the CAFR; confer with elected officials, executive management and staff to develop and establish financial planning, annual budget, and expense control programs to ensure compliance with state and federal financial reporting requirements including GASB compliance.
17. Direct the District's treasury and risk management functions including the custody and transfer of funds, management of investment programs, and issuance and management of long term debt financing programs.
18. Participate in the development of the annual operating and capital improvement budgets for all District operational areas; interface with other Departments, executive management, and elected officials; create and publish extensive and complex budget documents for approval by the Board of Directors.
19. Coordinate the Administration Committee; interface with all Department Heads and staff as necessary to assist the Committee Chairman before and during meetings.
20. Provide staff assistance to the General Manager and Assistant General Manager; prepare and present staff reports and other necessary correspondence.
21. Represent the Finance and Administrative Services Department to other departments, elected officials, and outside agencies; coordinate assigned activities with those of other departments and outside agencies and organizations.
22. Explain, justify, and defend department programs, policies, and activities; negotiate and resolve sensitive and controversial issues.
23. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of finance and general administrative operations.
24. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

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25. Responsible for overseeing and evaluating the performance of Financial Management, Contracts, Purchasing & Materials Management, Human Resources, and Information Technology in setting goals and performance measures to conduct performance reviews of direct reports at least twice annually.
26. Perform related duties as required.

REPORTING RELATIONSHIPS

- Report to the General Manager
- Supervise the following positions:
 - Controller
 - Human Resources & Employee Relations Manager
 - Contract & Purchasing Manager
 - IT Systems & Operations Manager
 - Executive Assistant

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operations, services, and activities of a comprehensive financial management and administrative services program.
- Principles and practices of financial management.
- Principles and practices of program development and administration.
- Generally accepted governmental accounting principles.
- Principles, practices and applications of public agency administrative operations.
- Laws and regulations related to investing public agency funds.
- Principles and practices of generally accepted labor relations and negotiations.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Manage and direct a comprehensive financial management and administrative services program.
- Develop and administer departmental goals, objectives, and procedures.
- Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
- Identify and respond to sensitive community and organizational issues, concerns, and needs.
- Plan, organize, direct, and coordinate the work of lower level staff.
- Delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.

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Understand and explain complex financial transactions and records.
Analyze and interpret financial data and requests for information in order to prepare official financial statements, reports, and budgets.
Understand and explain investment regulations.
Create and use complex computer spreadsheets and models.
Prepare clear and concise administrative and financial reports.
Prepare and administer large and complex budgets.
Interpret and apply applicable federal, state, and local policies, laws, and regulations.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration or a related field. A Masters degree is desirable.

Experience:

Ten years of increasingly responsible finance or accounting experience within a governmental accounting/finance function including three years of management and administrative responsibility.

License or Certificate:

Possession of a Certified Public Accountant license is desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Standard office setting.

Physical: Incumbents require sufficient physical ability to work in an office setting; stand or sit for prolonged periods of time; operate office equipment including use of a computer keyboard; push, pull, lift, and/or carry light amounts of weight; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.