



**DECEMBER 2018  
FLSA: EXEMPT**

## **DIRECTOR OF FINANCE AND ADMINISTRATIVE SERVICES**

*This class specification indicates, in general terms, the type and level of work performed as well as the responsibilities of employees in this classification. The job functions described are not to be interpreted as being all-inclusive to any specific employee.*

### **DEFINITION**

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, 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.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision and strategic direction from the General Manager. Exercises direct and indirect supervision over assigned staff and is accountable for the results produced by the division.

### **CLASS CHARACTERISTICS**

This classification is the department head level within the Administrative Services Department. Incumbents in this classification manage the overall administration of the district with responsibility for directing assigned programs and operations. Work includes responsibility for budget, staffing, resources, planning and accountability for the assigned function and related decisions. Incumbents apply advanced management principles and strategic thinking to decisions that impact the organization as a whole and the public being served. Incumbents generally serve as advisors and contributors to the next level of management authority on policies, procedures and major District initiatives.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS** (Illustrative Only)

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

- Provides 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.
- Ensures the District's safety program and goals are implemented and carried out in the Finance and Administrative Services Department.
- Manages strategic financial activities related to accounting, financial reporting, debt issuance strategies, budget administration, financial analysis, treasury and portfolio management, and developing and managing the District's financial system.
- Manages strategic information technology activities related to hardware, software, GIS, and telecommunications systems.
- Manages strategic contracts and purchasing activities related to contract administration, procuring supplies, equipment, services, and warehousing operations.
- Formulates, recommends and administers policies and procedures governing the operational

- areas of finance and administrative services.
- Manages the development and implementation of departmental goals, objectives, and priorities for each assigned service area; recommends and administers policies and procedures.
  - Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
  - Assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
  - Plans, directs, and coordinates, through subordinate level staff, the Finance and Administrative Services Department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
  - Selects, trains, motivates, and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
  - Participate, in support of the General Manager, in policy direction on Labor Relations issues and in labor negotiations with Employee Represented Groups.
  - Participates on an ongoing basis in leadership and management programs to provide positive constructive leadership and management direction to staff and all levels of the organization.
  - Actively engages in succession management, to include leading the department's workforce planning efforts and encouraging related staff development through appropriate development activities.
  - Oversees and participates in the development and administration of the department budget; approves the forecast of funds needed for staffing, equipment, materials, and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
  - Evaluates the District's financial position and oversees the issuance of periodic financial and operating reports including the CAFR; confers 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.
  - Directs 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.
  - Participates in the development of the annual operating and capital improvement budgets for all District operational areas; interfaces with other Departments, executive management, and elected officials; creates and publishes extensive and complex budget documents for approval by the Board of Directors.
  - Coordinates the Administration Committee; interfaces with all Department Heads and staff as necessary to assist the Committee Chairman before and during meetings.
  - Provides staff assistance to the General Manager and Assistant General Manager; prepares and presents staff reports and other necessary correspondence.
  - Prepares and presents reports on informational and action items to the Committees and Board of Directors.
  - Represents the Finance and Administrative Services Department to other departments, elected officials, and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
  - Explains, justifies, and defends department programs, policies, and activities; negotiates and resolves sensitive and controversial issues.
  - Responsible for overseeing and evaluating the performance of Financial Management, Contracts, Purchasing & Materials Management, and Information Technology in setting goals and performance measures to conduct performance reviews of direct reports.
  - Attends and participates in professional group meetings; stays abreast of new trends and

innovations in the fields of business and public administration and issues related to the ongoing operation of a wastewater district.

- Responds to inquiries in a courteous manner; provides information within the area of assignment; and resolves complaints in an efficient and timely manner.
- Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Advanced principles and practices of public administration including the organization, functions, and problems of sanitation districts.
- 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 budget preparation and administration.
- Principles of business letter writing and report preparation.
- Critical thinking and decision-making techniques.
- Pertinent Federal, State, and local laws, codes and regulations.
- Modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet applications.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Principles and practices of customer service and techniques for effectively communicating with the public, vendors, contractors, and District staff.

### **Ability to:**

- Plan, organize, schedule, assign, review, and evaluate the work of and train staff.
- Promote individual growth and development of assigned staff in the performance of work assignments.
- Effectively resolve conflict within assigned area of responsibility.
- 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.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- 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.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Ensure adherence to safe work practices and procedures in the workplace.

- Utilize a computer, relevant software applications and/or other equipment.
- Effectively communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Employment Standards:**

Any combination of education and experience that provides the required knowledge, skills, and abilities may be qualifying as determined by OCSD.

1. Bachelor's degree from a college or university accredited by the U.S. Department of Education, with major coursework in finance, accounting, business or public administration, or a related field; AND
2. Ten (10) years progressively responsible finance or accounting experience within a governmental accounting/finance function including three (3) years of management and administrative responsibility.

**Licenses and/ or Certifications:**

- None.

**Disaster Service Workers:**

All Orange County Sanitation District employees are designated Disaster Service Workers through state law (California Government Code Section 3100-3109). Employment with the Orange County Sanitation District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all related training as assigned, and to return to work as ordered in the event of an emergency.

**PHYSICAL DEMANDS**

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, before groups, and over the telephone. This is primarily a sedentary office classification although standing in 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, 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 weighing up to 10 pounds.

**ENVIRONMENTAL ELEMENTS**

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.