



Job Classification:	<b>Director of Administrative Services</b>
Representation:	<b>Management/Confidential Unit</b>
Wage Schedule Range:	<b>30</b>
FLSA:	<b>Exempt</b>
Effective Date:	<b>June 2007</b>
Revision Date:	<b>May 2018</b>

*Classification specifications, i.e. Job Descriptions are intended to present a descriptive summary of the range of duties and responsibilities performed by an incumbent in the classification. Furthermore, specifications are not intended to reflect all duties and responsibilities of an incumbent in the classification.*

### **Summary**

Under general supervision this single position class shall plan, organize, direct and manage all day-to-day District accounting, finance, financial planning, risk management including insurance and liability claims and Information Technology functions; fosters cooperative working relationships with lending institutions, financial and other governmental agencies and various public and private groups; assists the General Manager with the protections of District assets and the maintenance of budget controls; short and long-range financial planning and budgeting; performs the most complex accounting functions, invests District funds. Ensures the District financial policies and procedures meet all applicable laws and regulations.

### **Supervision Received and Exercised**

General direction is received from the General Manager. Direct and general supervision is provided to finance/accounting and IT staff through subordinate management, supervisory, senior, technical, and support classes.

**Essential Duties** - *The following duties are typical for this position. Depending upon the assignment, the employee 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 District needs and changing business practices. The omission of specific statements of duties does not exclude the position if the work is similar, related or a logical assignment to the class.*

- Develops and maintains budget and financial policies, plans and procedures including the District's Capital Improvement and Renovation and Replacement Program.
- Plans, coordinates, and ensures preparation of the District's annual operating and capital project budgets, mid-year and mid-cycle review process with assistance from other Managers and staff. Conducts ongoing analysis of the District's financial condition and reports to and advises the General Manager and the Board accordingly.
- Directs and analyzes studies of general economic, business, and financial conditions and their impact on the District's policies and operations.
- Develops, reviews and updates as necessary District policies, procedures, and practices

relative to procurement, cash handling, accounts receivable/payable, capitalization, accounting, and investments, obtaining required approvals prior to implementation. Ensures appropriate staff are made aware and/or trained in implemented revisions.

- Analyzes District reserves for adequacy.
- Ensures the recording of assets and ensures timely and accurate posting to the general and subsidiary ledgers.
- Ensures tax reporting activities are performed in accordance with all governing laws and regulations.
- Establishes and manages District investment program and policy including investing District funds prudently and consistently with the District's investment policy. Reports on District investments in accordance with laws and policy.
- Oversees and monitors District's retiree health investment program including biannual valuations and second funding levels.
- Leads the District's bond issue as well as oversee the repayment of bonds.
- Oversees the development, implementation, management/monitoring and revisions to District policies, procedures, ordinances, and resolutions related to capacity fees, utility services billing rates, financial records management, special and administrative fees, non-operating revenues such as property taxes, assessments, standby fees, expansion fees, and assessment district administration.
- Coordinates the development and consolidation of rate policies and the District's financial model.
- Serves as the chief financial advisor to the Board of Directors, General Manager, and Department Heads on a variety of financial matters.
- Attends meetings of the Board of Directors whenever matters affecting the District's finances are on the agenda; including preparation of agenda items and distribution of the agenda and required public notice.
- Serves as Treasurer for the Calaveras County Water District Public Financing Authority.
- Coordinates and oversees annual and other outside audits of District financial records; ensures reporting of audit findings to the Board, the General Manager, and the public.
- Performs research; prepares projections, analysis and recommendation on financial policy and procedures; and performs/coordinates special projects as directed by the General Manager.
- Works with other Departments to obtain financial information and provides fiscal monitoring reports including computer generated reports as requested.
- Assists in the preparation of grant/loan applications with required financial-related information.
- Develop, monitor, and update as needed District purchasing policies and procedures.
- Tracks reimbursement agreements and required payments; ensures invoicing is regularly performed for services rendered by the District that can be recovered by policy or agreement.
- Oversees receipt of revenue from annually indexed payments related to the District's hydropower projects, and ensures related payments to others associated with these

projects.

- Maintains records of real property owned by the District. Ensures receipt of payment for leases of District real property.
- Ensures tracking of annual recurring financial obligations of the District and annually update those rates and fees tied to indexes.
- Completes and submits in a timely fashion special district financial reports as may be required by the State Controller's office, or other regulatory agency.
- Aids in the identification and disposal of surplus property.
- Ensures the District's compliance with GASB 43, GASB 45, GASB 68, GASB 75 and other accounting standards implemented by oversight agencies.
- Ensures compliance with Proposition 218 and other state agency requirements for implementing new charges and fees.
- Evaluates and recommends automated accounting, utility billing, and other computerized software/hardware in the area of financial management and in coordination with the District's Information Technology Department
- Maintains current knowledge of laws, regulations, practices, current and upcoming legislation that affect the financial operation of the District.
- Interfaces with the County assessor's office and the Clerk/Recorder's and Treasurer office, as required.
- Prepares and successfully monitors the annual budget and goals for the District.
- Reviews reports, publications, policies, and other written statements for accuracy and consistency with District goals and objectives.
- Regularly reviews financial reports to ensure correct application of benefits and payroll adjustments.
- Represent the District to outside groups and organizations; participate in outside community and professional groups and committees.
- Attend offsite meetings during regular and non-regular business hours, as required.
- Establish and maintain an effective and cooperative working relationship with coworkers through knowledge of work, personal and professional conduct, and good judgment.
- Regular attendance and adherence to prescribed work schedule to conduct job responsibilities.
- Perform related duties as assigned or required for the ongoing operation of the District's business.

**Qualifications** - *Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying.*

*Knowledge of:*

- Principles and practices of budget preparation and administration in the public sector.
- Principles and practices of governmental and utility accounting and financial management, including payroll, general ledger, and customer billing systems.

- Principles and practices of debt financing, including long-term capital financing and bond marketing strategy, including rating agency communications needs.
- Annual financial reports and external audits.
- Information systems and procedures used in financial applications.
- Pertinent local, State and Federal laws, rules and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Best practices for rate making standards, principles and methods.
- Principles and methods of financial modeling; financial projections, and long-term planning.
- Principles of investment analysis, within public agency limitations and guidelines.
- Principles and practices of effective customer service.
- Microsoft Office Suite programs for word processing and spreadsheets.
- Standard business practices such as letter writing, report writing, preparing informational materials in visual formats.
- English language usage, spelling, grammar, and punctuation.
- Principles of personnel management including supervision, work planning, training, employee development and annual performance evaluations.

*Ability to:*

- Calculate figures and amounts such as discounts, interest, and percentages.
- Plan, direct, lead, and control the administration and operations of all aspects of the Finance Department, including forecasting and planning for financial issues affecting the District, and preparing alternatives, analyses, and recommendations for action.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; consistently enforce various personnel rules; and explain and interpret policy.
- Develop and implement District-wide and department policies and procedures related to procurement of goods and services, justify investment decisions, ensure timely billings and payments of liabilities, etc.
- Work effectively with other departments and colleagues at all levels of the organization.
- Gain cooperation through discussion and persuasion.
- Use computer programs necessary to the effective operation of the Department including an integrated accounting software package (Springbrook), word processing (Word), spreadsheet software (Excel), e-mail and internet software, and presentation software (PowerPoint).
- Interpret an extensive variety of technical instructions and deal with several abstract and concrete variables.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Read, analyze, and interpret common financial reports and legal documents.

- Effectively present information to top management, public groups, and/or boards of directors.
- Effectively respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Successfully develop, control and manage departmental budget and expenditures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and consistently apply District policies, procedures, rules and regulations.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan, coordinate, and organize work to meet deadlines with accuracy, thoroughness, and attention to detail.
- Work independently and prioritize multiple tasks often under time constraints and with limited supervision.
- Read, understand and carry out written and oral directions in a clear, concise, and consistent manner.
- Operate a variety of automated office machines typical of a work environment such as a multi-function printer/copier/scanner machine, and fax machine.
- Operate a computer for the effective operation of the Department including word processing, database, spreadsheet, presentations, e-mail, internet and an integrated accounting software package.
- Communicate clearly and concisely both orally and in writing with District staff, co-workers, consultants and the public in one-to-one and group settings.
- Be adaptable to performing under varying levels of stress; and to deal with people beyond giving and receiving instructions.
- Recognize and resolve conflict situations in the work place, including planning for them, solving them when they occur, and communicating outcomes reached.
- Provide leadership and management of the department through coaching and facilitating employees working in a team environment.

**Education and Experience** – Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying:

- Equivalent to graduation from an accredited four-year college or university with major coursework in Accounting, Finance, Business, Public Administration, or closely related field is desirable.
- A minimum of seven (7) years of professional accounting experience including at least three (3) years professional governmental accounting experience at the management level.
- Experience working in a public water and/or wastewater agency is highly desirable, but not required.

### *Licenses and Certifications:*

- Valid California Driver's License issued by the California Department of Motor Vehicles with a satisfactory driving record.
- Certified Public Accountant (CPA) certification desirable, but not required.

### **Physical Requirements**

While performing the duties of this job, the employee is regularly required to sit at a desk and in meetings for long periods of time, on a continuous basis; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation with fingers; reach with hands and arms; use a telephone or other electronic communication devices; stand for long periods of times; communicate orally and through written means; use standard office equipment such as computers, copiers, and FAX machines; write or use a keyboard to perform assigned duties; bend, squat, stoop, crouch, climb, kneel and twist while checking equipment; occasionally climb stairs, stoop, kneel, crouch, or walk and/or stand on slippery surfaces; occasionally lift and/or move up to 25 pounds; hearing and vision within normal ranges with or without correction. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Work Environment**

Work is generally carried out in a typical office setting. While performing the duties of this job, the working conditions are those of a typical office environment, with temperatures occasionally too warm or too cold, moderate noise levels and under lighting conditions typical of an office. Travel may be necessary on an occasional basis via District vehicle (or may request to use personal vehicle) for District related duties and activities.

### **Additional Requirements:**

- 18 years of age.
- Eligible to work in the United States.