

**JURUPA COMMUNITY SERVICES DISTRICT
DIRECTOR OF FINANCE**

*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.*

DEFINITION

Under direction of the General Manager, plans, directs, manages and oversees the activities and operations of the Finance and Accounting and Customer Service Divisions, including the Finance and Accounting, Customer Service, Contracts, Procurement and Information Services Departments; coordinates assigned activities with District divisions and outside agencies; serves as an officer and/or treasurer on organizations affiliated with the District; and provides highly responsible and complex administrative support to the Board of Directors, General Manager and other Executive Management personnel.

CLASS CHARACTERISTICS

This class is responsible for planning, assigning, monitoring, coordinating and evaluating the work of professional and administrative staff under the Chief Financial Officer area of responsibilities.

ESSENTIAL FUNCTIONS

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 the position if the work is similar, related or a logical assignment to the class.

These functions may not be present in all positions in multiple position classes. When a position is to be filled, the essential functions will be noted in the announcement of position availability.

Assume full management responsibility for all finance and budget services and activities including cash management, budget management, debt management, and internal control management; recommend and administer policies and procedures.

Manage the development and implementation of finance and budget goals, objectives, policies and priorities for each assigned service area; establish, within District policy, appropriate service; allocate resources accordingly.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes for the Director of Finance's department.

Represent the Finance and Accounting Division to other District Divisions, elected officials and outside agencies; explain and justify Finance and Budget programs, policies, and activities; negotiate and resolve sensitive, significant, and controversial issues.

Select, train, motivate, and evaluate finance and budget personnel; coordinate staff training; work with Human Resource to correct employee deficiencies; implement discipline and termination procedures.

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Plan, direct, and coordinate the finance and budget work plan; meet with staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.

Manage and participate in the development and administration of the District's annual budget; prepare regular and special budget reports to interpret directives and/or establish policies for carrying out directives; prepare instructional material and coordinate meetings with divisional personnel and representatives of other districts as needed to facilitate budget preparation; ensure the production of finished budget documents in a timely manner.

Reviews, recommends and establishes water and sewer rates for the District; calculates water losses and pumping costs per acre foot; prepares water sales and purchase reports for the budget.

Directs the integration of computer based systems for accounting and business record keeping and trains staff in their use.

Coordinates the annual audit of District financial records and systems. Provide short and long term financial planning and debt management for the District, including coordination of debt issuance activities.

Confers with District staff at all levels and represents the District in contacts with the local financial community and the public; participates in a variety of Boards and Committees; attends and participates in professional meetings; stays abreast of new trends and innovations in the field of finance, accounting, purchasing and data processing.

Coordinate finance and budget activities with District divisions and outside agencies and organizations; provide staff assistance to the Board of Directors; prepare and present financial statement summary, staff reports, and other necessary correspondence.

Other Duties

Participate in a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in a wide range of technical fields, business administration, cash management, budget management, and department management.

Respond to and resolve difficult and sensitive inquiries and complaints.

May serve as Acting General Manager during the absence of the General Manager.

Perform related duties and responsibilities as required.

QUALIFICATIONS GUIDELINES

Experience

Seven years increasingly responsible experience in finance, accounting, public administration, or a related field including five years management responsibility.

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Education

A Bachelors degree from an accredited college or university with major course work in accounting, business administration, public administration, or a related field. A Masters degree is highly desirable.

Physical Requirements

Employees must meet the following requirements which are necessary to successfully perform the essential functions of this class: Travel by airplane, train, or automobile to conduct District business; communicate clearly and concisely, both orally and in writing with Board members, management, co-workers, and the public in face-to-face, one-to-one, and group settings.

Vision must be sufficient to accomplish the duties of the position and to operate a District vehicle

Must be able to stand and sit for prolonged periods of time.

Knowledge of:

Operational characteristics, services and activities of a comprehensive finance and budget program; Organizational and management practices as applied to the analysis and evaluation of programs, and operational needs; Modern and complex principles and practices of program development; public administration, and advanced principles and procedures of budget preparation and administration. Pertinent Federal, State and local laws, codes, and regulations as they relate to California Special districts; Finance, budgeting and accounting theory, principles and practices and their application to a wide variety of concepts, procedures, techniques and activities. Modern governmental personal practices; contract administration and negotiation; computer software related to areas of responsibility; California health and safety regulations related to governmental agencies; and principles of sound risk management.

Special Requirements

Possession of a Class C California driver's license and a satisfactory driving record.

Possession of or ability to obtain certification from District provided CPR/First Aid Training.

FLSA / EXEMPT

Range 95¹

1300 Admin/job description

¹ Director of Finance (At Will Position)