

**RANCHO CALIFORNIA WATER DISTRICT  
POSITION DESCRIPTION**

**DATE:** February 8, 2018

**POSITION TITLE:** **ASSISTANT GENERAL MANAGER – CHIEF FINANCIAL OFFICER TREASURER**

**SUPERVISOR TITLE:** General Manager

**FLSA STATUS:**  Exempt       Non-Exempt       At-Will

**BARGAINING UNIT:**  RCWDEA       RCWD MPCEA       Unrepresented

---




**DEFINITION**

Under general direction of the General Manager (GM), oversees, directs plans and coordinates the District’s administration and finance operations. Ensures the efficient and effective use of facilities, finances, personnel, and equipment for the Finance and Administration Division; participates in Board of Directors and related meetings. Plans, organizes, and directs the Finance Division including the financial, budget, rate setting, accounting, debt compliance and management, grant procurement and administration, property assessment administration, treasury management, property acquisition and management, purchasing, and warehousing functions of the District. This includes protection of the District assets and the maintenance of budget controls, perform the most complex accounting functions, to invest District funds, to complete long and short term capital borrowing, strategic planning, policy recommendations and shall perform related work as required.

**CLASS CHARACTERISTICS**

This is an executive management level classification with responsibility for assisting the GM to carry out directives of the Board of Directors (Board), ensure compliance with District policy, ensure timely completion of a variety of projects, and facilitate the implementation of the District’s Strategic Plan. This position directly oversees the Finance and Administration functions of the organization. Responsibilities include organizational, budget and personnel administration for the assigned departments. Positions at this level report to the GM and direct the efforts of multiple department heads and other support staff. This job classification is unrepresented and “at-will”.

**EXAMPLE OF DUTIES** (Duties may include, but are not limited to, the following):

-  Assume management responsibility for all finance and administration department functions
-  Serve as Treasurer for the District
-  Direct all activities related to financial matters including management of staff and oversight of consultants to ensure that results are accomplished efficiently and in

- accordance with acceptable standards for quality and integrity, compliance with applicable laws, regulations, policies and procedures
- ✎ Review and evaluate work methods, procedures, services, and products; establish evaluation standards and criteria; monitor effectiveness and efficiency
- ✎ Ensure compliance with District operational and personnel policies and procedures at the Division level
- ✎ Seek counsel of GM on difficult decisions or issues; and assist GM with review and coordination of District claims and litigation
- ✎ Hire, supervise, train, and evaluate assigned staff; establish work standards and expectations; administer training programs and performance evaluations; counsel and discipline employees as required
- ✎ Develop and monitor short and long range financial planning, protection of District assets, and maintenance of budget controls
- ✎ Direct the District's annual budget development activities and budget control systems; monitor appropriations and expenditures; conduct quarterly updates with District management; make mid-year adjustments as necessary
- ✎ Oversee the annual review and revision of the District's rates and charges, the review and development of the rate structures; attends and leads public meetings and rate hearings and the implementation of new rates
- ✎ Direct the development, preparation, and presentation of financial reports and statements, providing strategic and tactical advice to the GM and the Board of Directors regarding financial issues, including debt and asset management policies and rate and revenue structures
- ✎ Develop and implement investment and other fiscal policies and practices to ensure that the District's financial resources are appropriately utilized; monitor legislative activities, accounting promulgations, and tax regulations and legislation that will affect the District's financial reporting, debt management, investment, and accounting practices. Develop and work with other agencies to protect the District's financial interests
- ✎ Oversee the acquiring, administration, monitoring, and compliance of grants including the administration and monitoring of related contracts with consultants. Direct property negotiation, leasing, acquisition, and management of District current and future facilities and sites
- ✎ Direct the District's centralized purchasing program, which includes material and services purchases, professional contracts, requests for proposal development and competitive bidding; ensure compliance with District and governmental regulations; ensure that purchasing procedures, activities, and specification meet District requirements
- ✎ Position may be called on to act as the Administrator on behalf of the District for the Santa Rosa Regional Resources Authority
- ✎ Represent the District in various capacities including as its representative to regional planning groups such as the Upper Santa Margarita Watershed Water Management Group
- ✎ Interprets GM and Board instructions and requests; makes interpretations of District ordinances, policies, and applicable laws and regulations to ensure compliance with areas of accountability; interfaces regularly with the Board

- ✎ Represent the District in meetings and discussions with employees, customers, the public, governmental officials, regulators, attorneys, environmental groups, and contractors in order to promote the District's goals and objectives and resolve issues
- ✎ Coordinate and develop complex interagency agreements that further the District's strategic objectives
- ✎ May act on behalf of the General Manager, in his/her absence
- ✎ Serve as part of the Meet and Confer labor negotiation team
- ✎ Perform related duties as assigned

## **QUALIFICATIONS**

### **Knowledge of:**

- ✎ Principles and practices of budgeting, accounting, finance, investment and the development and maintenance of fiscal controls
- ✎ Laws, rules, ordinances and legislative process controlling District financial functions and operations
- ✎ Principles and practices of auditing
- ✎ Principles and practices of investments
- ✎ Principles of supervision, training and management
- ✎ Principles and practices of public human resources administration
- ✎ Principles and practices of sound safety management

### **Ability to:**

- ✎ Plan, organize, coordinate and manage the financial, budgeting, and long-range strategic planning functions of the District
- ✎ Provide supervision, training, work development and evaluations for District finance and accounting staff
- ✎ Coordinate District budget development and fiscal controls
- ✎ Communicate well during public presentations
- ✎ Exercise leadership, authority and supervision tactfully and effectively
- ✎ Effectively represent the District's financial functions with individual citizens, community groups and other government organizations
- ✎ Establish and maintain cooperative working relationships
- ✎ Comply with and enforce the District's Health, Safety, and Environmental policies

## **SELECTION GUIDELINES**

The appropriate knowledge, skills and abilities can be achieved through a variety of combinations of experience and training. A typical example is:

**Experience:** Five (5) or more years of extensive work experience in performing financial analyses, accounting, strategic financial planning, audit and

budgeting work. At least two (2) years of this experience should have been in a management or supervisory capacity.

**Training:** Equivalent to bachelor's degree in accounting, finance, and/or closely related field. Master's degree is desirable.

**Licenses/Certificates:**

- ✎ Valid California driver's license, required
- ✎ CPA (Certified Public Accountant) Certificate (State Board of CPA's), desirable

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

The essential functions of this position will require the employee to perform the following physical activities:

- ✎ Occasionally travel by airplane and automobile in conducting District business
- ✎ Communicate verbally with District Board of Directors, Management, Co-workers and the Public in face-to-face, one-to-one and group settings
- ✎ Regularly use a telephone for communication
- ✎ Use office equipment such as computer terminals, copiers and FAX machines
- ✎ Regular attendance
- ✎ Sit for extended periods
- ✎ Hearing and vision within normal ranges

**OTHER REQUIREMENTS**

- ✎ This position is classified as exempt from state and federal overtime pay provisions, because the duties and responsibilities meet the requirements for exemption under the Fair Labor Standards Act. The position will be required to work varying hours, weekends and holidays as the day-to-day job duties may require.

_____	_____
Employee Signature	Date
_____	_____
Supervisor/Manager Signature	Date