



## Job Description

*Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.*

<b>Job title</b>	Assistant Chief Financial Officer
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### **GENERAL PURPOSE**

Under administrative direction, manages the Financial Planning and Analysis division of the Finance Department including budget, rates, analysis, debt, special funding, and treasury; plans, organizes, directs, and implements financial strategies; performs complex and difficult financial analysis and long-range financial and strategic planning efforts; manages the District's financial affairs including budgeting, rate setting, investment portfolio management, debt management, capital improvement program financial planning, and management of the land-secured program of special funding districts; leads process improvement projects involving complex systems within the District; and performs related duties, as assigned.

### **DISTINGUISHING CHARACTERISTICS**

This is a management classification with responsibility for policy development, program planning, fiscal management, and administrative and operational direction of assigned departmental functions. Incumbents are responsible for performing diverse, specialized, and complex work involving significant accountability and decision-making responsibilities, which include oversight of budgetary procedures and preparation, rate structuring, short and long-term financial forecasts, and related financial management policies and processes. Incumbents serve as a professional-level resource for organizational, managerial, and operational analyses and studies. This class provides highly responsible and complex assistance to the Chief Financial Officer in a variety of administrative, coordinative, analytical, and liaison capacities in support of developing and accomplishing department objectives and goals within guidelines established by the Board of Directors and Executive Management. Performance of the work requires the use of considerable independence, initiative, and discretion within broad guidelines.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Chief Financial Officer. Exercises direct supervision over division managers and professional staff.

### **TYPICAL DUTIES AND RESPONSIBILITIES**

*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 them from the position if the work is similar, related or a logical assignment to this position.*

- Plans, organizes, supervises, trains and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's rules, policies, and labor contract provisions; identifies best-of-class work practices among assigned staff and ensures uniform adoption of those practices.
- Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving the department's and the District's mission, strategic plan, objectives, and values.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, ensuring alignment with the District's strategic and operational plans.
- Participates in the overall financial sustainability planning and analysis of the District, including periodic assessment of District goals and developing strategies to achieve goals in a fiscally responsible manner.
- Coordinates and assists with the preparation of quarterly financial reports with the assistance and collaboration from division managers; coordinate and assist with the preparation of Administrative Committee and Board of Directors reports and presentations.
- Plans, manages, and oversees the daily functions, operations, and activities of the Financial Planning and Analysis division, including budget preparation, rate administration, financial planning, and developing and implementing financial plans and systems.
- Manages the preparation, development, administration, and review of the Biennial Budget; prepares revenue and expenditure forecasts; coordinates, compiles, and summarizes departmental requests for capital and operating budgets; monitors changes to the budget as it goes through review process with the Board of Directors and prepares components necessary to achieve adoption of the budget.
- Manages aspects of the treasury management activities including the ability to evaluate performance of broker-dealers and investment consultants, bank relationships, negotiate contracts and service agreements; evaluates performance of

investment portfolio.

- Performs financial planning and analyses associated with capital improvement replacement plans including debt capacity analysis, bond issuance and post issuance compliance of bonded debt, evaluation of refunding opportunities annually or as market opportunities exist; prepares ratings presentations and annual Plan of Finance to the Board of Directors.
- Monitors overall compliance of investment and debt portfolios with applicable Federal, State, and local laws and related policies, codes, regulations, and best practices; ensures and oversees compliance of disclosure requirements; reviews and updates related policies.
- Manages administration of the District's land-secured program of special funding districts including Community Facilities District (CFD) formations and change proceedings, new and refunding bond issuances, reviewing all required legislative paperwork and analyses; manages, evaluates, and negotiates agreements with team of consultants and advisors.
- Prepares and compiles certain reports and schedules for the Annual Comprehensive Financial Report (ACFR); works with the Controller on preparation and review of financial reports pertaining to assigned departmental functions.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Chief Financial Officer.
- Provides information to District departments regarding financial policies and procedures; interprets policies and procedures for departments.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of public agency finance; researches emerging products and enhancements and their applicability to District needs.
- Ensures staff observes and complies with all District and mandated safety rules, regulations, and protocols.
- Performs related duties as assigned.

Continuous Improvement Duties:

- Applies continuous improvement principles in the deployment of department business plans, processes, and performance measures, ensuring that they align with District's strategies and operational plans.
- Participates in departmental performance assessments and the system of continuous improvements and effectively integrates and evaluates the linkages between the District's key value creation and support processes and related key performance indices.
- Ensures effectiveness of the business processes undertaken by the department and division.
- Defines customer service segments being served and establishes processes to obtain feedback to improve performance.
- Develops, maintains, and utilizes departmental performance indicators in making decisions; establishes performance criteria for assigned staff.
- The incumbent, while exercising his/her authority, shall abide by and promote the District's values and beliefs and adhere to the District's ethics policy.

**REQUIRED QUALIFICATIONS**

Knowledge of:

- Principles and practices of employee supervision, including work planning, assignment review and evaluation, discipline, and the training of staff in work procedures.
- Organization and management practices as applied to the development, analysis, and evaluation of programs, policies, and operational needs of the assigned area of responsibility.
- Principles and practices of leadership.
- Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
- Administrative principles and methods including goal setting, program development and implementation.
- Principles and practices of budget preparation and administration.
- Principles and practices of public finance administration and budgeting, fixed-income portfolio cash management, debt issuance, and reconciliation.
- Public agency budgetary, finance, and contract administration.

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to municipal financial operations.
- Principles of debt financing and financial risk management.
- Generally Accepted Accounting Principles (GAAP); Financial (FASB) and Governmental (GASB) Accounting Standards Board Statements and Pronouncements; Guide on Governmental Accounting (GFOA), Auditing, and Financial Reporting and best practices; Office of Management and Budget (OMB) A- 133 Compliance; Generally Accepted Auditing Standards (GAAS).
- Governmental and enterprise accounting and financial reporting, cost accounting; internal control standards; employment and labor laws, banking and investments, public utilities.
- California Debt and Investment Advisory Commission (CDIAC) best practices for municipal debt issuances.
- Organization and functions of a public Board of Directors.
- District personnel rules, policies, and labor contract provisions.
- Record-keeping principles and procedures.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Continuous Improvement Based Knowledge:

- The core values, concepts, and framework of continuous improvement, including the principles of management by fact, and organizational and personal learning.
- The means of developing alignment between strategic goals and individual performance standards.
- Practices of process mapping (control); practices of structured problem solving.
- The strategic planning cycle and the various responsibilities within that cycle.

Ability to:

- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Develop and implement goals, objectives, practices, policies, procedures, and work standards.
- Provide administrative and professional leadership and direction for the Finance Department and the District.
- Prepare, administer, and monitor a division/department budget.
- Analyze, interpret, summarize, and present technical information and data in an effective manner.
- Effectively administer a variety of finance programs and administrative activities.
- Perform complicated mathematical calculations and analyses.
- Prepare internal and external financial statements, reports, narratives, and other written materials; understand and prepare and/or manage the preparation of Continuing Disclosure documents related to publicly issued debt obligations.
- Evaluate financial data, financial policies, procedures, systems, and applications, and make recommendations for improvement.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies, and procedures, and standards relevant to work performed.
- Effectively represent the department and the District in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Continuous Improvement Based Abilities:

- Develop a systems perspective for managing department operations and its key processes to achieve results.
- Define and explain key processes and business requirements within the department; develop and deploy strategic plan elements and key performance measures consistent with District goals.
- Develop and maintain continuous improvement in all areas of operations; develop and monitor performance standards. Ensure work unit goals and objectives are aligned with the department.
- Track and monitor department performance; make sound decisions based on departmental performance indicators.

Experience:

*Any combination of experience and education that provides the required knowledge and abilities is qualifying, along with the specific licenses/certifications as outlined below:*

- Eight (8) years of increasingly responsible governmental finance experience, with five (5) years serving in a supervisory capacity.

Education:

- Equivalent to a bachelor's degree from an accredited college or university with major coursework in finance, accounting, economics, business, or public administration.

Licenses/Certifications:

- License as a Certified Public Accountant and/or a graduate degree in business or public administration, finance, or management are highly desirable.

**PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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 and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking

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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 up to 25 pounds.

#### **WORK ENVIRONMENT**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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.



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This job description has been reviewed and approved by all levels of management in cooperation with the union (if applicable):

<b>Approved by:</b>	<i>Board of Directors</i>
<b>Date adopted:</b>	<i>June 15, 2022</i>
<b>Date modified:</b>	
<b>FLSA determination:</b>	<i>Exempt</i>

**Job Description Acknowledgment**

*I have received, reviewed and fully understand the job description for Assistant Chief Financial Officer. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.*

Employee Name (print): \_\_\_\_\_ Date: \_\_\_\_\_

Employee Number: \_\_\_\_\_

Employee Signature: \_\_\_\_\_