

San Benito County Water District

Classification Unit:	Management/Confidential/Professional
Salary Range:	As Contracted
Last Revision:	March 2008

Manager of Administration and Finance

Class specification is intended to present a descriptive list of the range of duties performed by employees in this class. Specification is not intended to reflect all duties performed within the job.

Definition

Under the general direction of the District Manager, plans, develops, directs, controls, supervises and manages all areas of District administrative and financial services including public records retention and access, confidential records retention, payroll, human resources, banking, bookkeeping, accounting, financial reporting, public funds investment, utility billing, customer records, customer service, risk management, budget development and cost control and District Asset management. Manages the official records of Board proceedings and actions; serves as "District Secretary".

Example of Duties

- ❖ Manages District Budget and Cost Control Programs
- ❖ Maintains official records of Board proceedings and actions serving as "District Secretary"; may be supported by "Recording Secretary".
- ❖ Manages, develops and maintains District bookkeeping, accounting, cash management, banking, financial reporting and internal controls, policies, practices and procedures.
- ❖ Manages and coordinates annual independent audit.
- ❖ Manages and coordinates preparation of the District's annual budget
- ❖ Supervises employer/employee relations, payroll and benefits, risk management and insurance programs.
- ❖ Develops and maintains District Records Retention Policy and maintains District Records in accordance with that policy.
- ❖ Supervises District personnel policies and procedures.
- ❖ Supervises development, coordination and administration of employee health and welfare benefits programs and employee insurance programs.
- ❖ Supervises District water allocation, water contracting, ordering, delivery measurement, records keeping, billing and water user account and regulations and United States Bureau of Reclamation regulations and requirements.
- ❖ Supervises the water users of practices, policies, rules, regulations and requirements related to eligibility for delivery and use of water from the District.
- ❖ Supervises the processing, maintenance and reporting of water user and land owner "Land Registration" as required by the United States Bureau of Reclamation.
- ❖ Represents the District in business and employee relations meetings, negotiations and conferences.
- ❖ Provides supervision, training and work coordination for office support staff.
- ❖ Shares responsibility for policy review and investment of District funds.
- ❖ Supervises preparation of annual salary and compensation surveys.
- ❖ Supervises maintenance of the District job classification plan.

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- ❖ Performs orientation and exit interviews for new and departing employees.
- ❖ Establishes and maintains a variety of records and files.
- ❖ Performs a variety of special studies and prepares reports.
- ❖ Provides information about District policies, programs and functions.
- ❖ Checks analyses, letters, reports, records and other items for accuracy, completeness and compliance with established standards.
- ❖ Supervises distribution of information regarding personnel issues to staff.
- ❖ Represents District personnel programs and policies with the public and other organizations.
- ❖ Represents the District and the District Manager in appearances before administrative, Legislative and regulatory bodies.
- ❖ Perform related duties and responsibilities as requested.

Typical Physical Activities

- ❖ Travels by airplane and automobile in conducting District business.
- ❖ Communicates orally with District management, co-workers, subordinates, customers, contractors, vendors and the public in face-to-face, one-on-one and in group settings.
- ❖ Regularly uses a telephone for communications.
- ❖ Uses standard office equipment such as computer, printers, copiers and FAX machines.
- ❖ Sits at a desk or work station for extended time periods; intermittently twists to reach materials and equipment surrounding desk or work station.
- ❖ Hearing and vision with normal ranges.
- ❖ Lifts or carries weight of ten (10) pounds or less.

Employment Standards

Knowledge Of

- ❖ Principles, practices, and procedural methods of government accounting, auditing, budgeting and financial analysis
- ❖ Administrative principles and practices, including goal setting and program development
- ❖ Principles of public agency personnel administration and risk management
- ❖ Applicable state and federal laws and regulations
- ❖ Computer applications related to the work
- ❖ Standard office practices, procedures, methods and equipment including computers, printer, calculators, copiers and FAX machines

Ability To

- ❖ Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the District
- ❖ Plan, organize, supervise, review and evaluate the work of assigned staff and provide for their training and professional development, and work review and evaluations
- ❖ Plan, organize, supervise and review work of assigned staff to meet quality standards, schedules and deadlines
- ❖ Handle multiple concurrent projects and manage priorities and tasks
- ❖ Interpret, apply and explain complex federal, state and locals laws, codes, regulations and ordinances
- ❖ Apply and administer principles and practices of public agency personnel administration, risk management, contract administration and financial management
- ❖ Develop and administer budgets, expenditure control and purchasing systems
- ❖ Examine, and verify financial documents, statements, reports, analysis, ledgers and journals

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and bank statement reconciliations

- ❖ Prepare complete, clear, concise reports for communicating both orally and in writing.
- ❖ Negotiate complex business, public agency and labor agreements in either adversarial or collaborative environments.
- ❖ Represent the District in matters involving governmental and regulatory agencies and the public
- ❖ Establish and maintain positive and harmonious working relationships with those contacted in the course of work

Desirable Education and Experience

Any combination of experience and education (training) that would provide the required knowledge and abilities. Typical ways of obtaining the required knowledge would be:

Experience:

- ❖ Minimum Six (6) years of progressive responsibility in the areas of accounting, finance, personnel and human resources administration
- ❖ California water industry and public agency finance experience preferred
- ❖ Demonstrated responsibility for planning, organization, implementation and supervision of varied administrative and finance programs
- ❖ At least three (3) years at supervisory or management level is preferred.

Education:

- ❖ Minimum: Bachelors degree from an accredited college or university in the area of accounting, finance, business or public administration.
- ❖ Preferred: Masters of Business Administration from an accredited college of university or registration in the State of California as a Certified Public Accountant.

Special Requirements

- ❖ Possession of an appropriate California vehicle operator's license issued by the Department of Motor Vehicles and a driving record acceptable to the District and it's insurance providers.
- ❖ Obtain and maintain defensive drivers training certification (training provided by the District)
- ❖ Obtain and maintain CPR and First Aid training certification (training provided by the District)