

TITLE: ASSISTANT TO THE DIRECTOR OF FINANCE

CODE: 12070

GENERAL DESCRIPTION:

This is professional finance work at the advanced level involving financial planning and analysis in support of the Director of Finance.

Work involves responsibility for accurate financial analysis of new ventures and other proposals, identifying and recommending options, and effective assistance in completing budgets, plans, evaluations, and reports. Duties include analyzing the financial feasibility of operations and plans, planning and forecasting, budget review, and labor contract analysis. This position also has the responsibility for making very difficult planning and analysis technical decisions. This work requires that the employee have considerable knowledge, skill and ability in financial planning and analysis.

SUPERVISION RECEIVED:

Works under the direction of the Director of Finance.

EXAMPLES OF DUTIES:

Analyzes proposed District ventures, identifies and evaluates options and recommends courses of action. Analyzes cost/benefit outcomes and present and future value considerations. Evaluates contracts and proposal conditions. Prepares forecasts of debt, budgets, revenue, and investments.

Evaluates District operational procedures. Analyzes work flows and resource requirements. Recommends procedural improvements and assists in developing new procedures.

Assists in developing District financial plans, including bond sales. Gathers and organizes financial and other data. Develops recommendations for financial policies and programs. Assists in assessing the District's financial condition and in preparing financial reports.

Reviews budget proposals. Coordinates the development of budget narratives and edits narratives. Develops recommendations for actions on budget proposals.

Analyzes labor and other contracts. Costs out District and union proposals. Assists in formulating District bargaining objectives and proposals. Serves on the negotiating team at the bargaining table. Drafts contract language.

Performs related work as required.

TITLE: ASSISTANT TO THE DIRECTOR OF FINANCE

CODE: 12070

KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of governmental and venture I financial analysis.

Good knowledge of public administration and financial management as applied to a multi-service regional utility.

Considerable ability to communicate orally and in writing and to coordinate highly varied and complex operational and administrative activities.

Good ability to administer policies and procedures at the Function level involving goals, objectives, planning, financial management, decision-making, and report development and writing.

Good ability to monitor the work of District Function activities.

Considerable ability to establish and maintain effective working relationships with coworkers, vendors, contractors, consultants, other governmental agencies, and customers.

QUALIFICATIONS:

A bachelor's degree from a recognized college or university with course work in economics, accounting, or business or public administration plus four years of progressively responsible governmental financial management experience.

SPECIAL REQUIREMENTS:

None.