

## METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

### CLASSIFICATION TITLE: ASSISTANT TO THE CHIEF ADMINISTRATIVE OFFICER

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#### PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform accurate financial analyses of new ventures, business proposals and district operational procedures; and to make recommendations on new and current operations, financial policies, budgets and work plans. Work involves gathering, organizing, analyzing and data; evaluating operations; developing recommendations; and assisting with budget plans, evaluations and reports. Classification typically reports to the Chief Administrative Officer (CAO).

#### ESSENTIAL FUNCTIONS

**The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.**

Evaluates District operational procedures; analyzes workflow and resource requirements; documents work processes; recommends procedural improvements; and assists in developing new procedures.

Conducts financial analyses; assists in developing District financial plans, including bond sales; gathers and organizes financial data; analyzes data; identifies trends and financial indicators; develops recommendations for financial policies and programs; and assists in preparing financial reports.

Reviews and evaluates budget proposals; coordinates the development of budget narratives and edits narratives; and develops recommendations for actions on budget proposals.

Prepares forecasts of debt, budgets, revenue and investments; researches, gathers and analyzes financial, historical, operational and other relevant data; identifies operational issues, legislature and/or proposals which affect financial activities; and prepares reports of findings and/or recommendations.

Assesses and plans capital improvements; reviews structure proposals; and prepares related reports.

Analyzes proposed District ventures; identifies and evaluations operations and recommends courses of action; analyzes cost/benefit outcomes and present and future value considerations; evaluates contracts and proposal conditions; and advises management of findings, issues and recommendations.

Prepares management reports; develops recommendations for services with revenue potential; prepares reports identifying feasibility, cost/benefit, and recommendations for services and/or programs; and plans and implements strategic initiatives.

Operates a personal computer, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

## ADDITIONAL FUNCTIONS

Performs other related duties as required.

## MINIMUM QUALIFICATIONS

Bachelor's degree in economics, accounting, business, engineering or a related field: supplemented by minimum five (5) years of progressively responsible government financial management experience two (2) of which must be supervisory and/or managerial experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

**Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in coordinating activities of a project, program, or designated area of responsibility.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## ADA COMPLIANCE

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions.

*The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*