

8375  
8376 (NC)

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**

09/26/2011  
Revised

**CLASSIFICATION SPECIFICATION**

**TITLE: UTILITIES ASSISTANT GENERAL MANAGER - FINANCE / ADMINISTRATION  
UTILITIES ASSISTANT GENERAL MANAGER - FINANCE / ADMINISTRATION  
(NON-CLASSIFIED)\***

**DEFINITION**

Under general direction, to plan, direct and review all utility financial-related activities, including operating and capital budgets, accounting and financial reporting, financial forecasting, bond issuances, internal and external audits; rate administration and rate structuring, utility billing, customer information systems; information technology; energy risk management and counterparty credit; to monitor administrative activities; to provide professional and technical staff assistance; and to do related work as required.

**DISTINGUISHING CHARACTERISTICS**

Positions designated as Non-Classified are exempt from the classified service. The Incumbent shall be appointed "at-will" and serve at the pleasure of the City Manager.

**REPORTS TO:** Utilities General Manager

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Utilities General Manager. Exercises general direction over professional, technical, and administrative support staff.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Direct and participate in the development and implementation of strategic goals, standards, objectives, policies and procedures.
- Direct and participate in the financial activities of the Department, including financial accounting and reporting, financial forecasting, revenue bond financing, revenue forecasting, and rate level determinations.
- Develop and implement financial plans and systems, including risk management measures to ensure effective and economic use of Department's assets.
- Plan, direct and review the activities of the utility billing and Customer Information/Business Systems functions.
- Supervise the preparation of short-and-long term financial forecasts, including sales, costs and fund balance.
- Supervise the preparation of data for submission to regulatory agencies.
- Direct and participate in the Utilities' information technology (IT) project implementation.
- Coordinate the Utilities' IT initiatives with the City's IT Department to meet the Utilities' needs are met.
- Develop performance measures and monitor costs of operations.
- Direct and review the development of supporting data and preparation of recommendations on electric and water rates.
- Direct and participate in the preparation and control of operating and capital improvement budgets.

- Participate in the administration of the operating budget and the capital improvement plan and budget.
- Direct and participate in the preparation of cost of service rate studies.
- Serve as department representative or alternate on, and to, City committees, project committees, power agencies and industry organizations.
- Coordinate Division activities with other City departments, divisions and with outside agencies and organizations.
- Supervise preparation of data for submission to regulatory agencies; serve as expert witness and represent City interests as required.
- Coordinate the Departments internal and external auditing activities.
- Supervise the survey, research and analysis of departmental fiscal, administrative, personnel and operational activities.
- Direct the preparation of technical and administrative reports, presenting reports and recommendations to the Public Utilities Director, City Manager, Board of Public Utilities, City Council and other agencies and organizations.
- Select, supervise, train, and evaluate professional, technical and administrative support subordinates.
- Supervise the selection, and activities, of professional consultants, advisors and contractors.
- Serve as Acting Public Utilities General Manager as assigned.
- Review relevant legislative activities and participate in meetings with local, state and federal elected officials to ensure the Utility is not negatively impacted by proposed or existing legislation.
- Participate in economic development activities of the City by proposing and implementing ideas and proposals where the Utility could be of benefit.

**Knowledge of:**

- Principles and practices of generally accepted accounting principles in relation to proprietary activities of a governmental entity.
- Principles and practices of negotiations, public utility administration, organization, budget, and personnel management.
- Methods, materials, techniques, equipment used, and applicable regulatory codes and laws related to the operation of a public utility.
- Legislative process, practices and procedures as related to Utility operations.

**Ability to:**

- Plan, organize, staff and direct a diversified organization in a manner conducive to efficient performance and high morale.
- Delegate authority and responsibility and to schedule and program work on short and long term basis.
- Establish and maintain effective working relationships with representatives of other utilities.
- Communicate clearly and concisely, orally and in writing.
- Prepare and negotiate relevant contracts.
- Formulate and present policy recommendations.
- Select, supervise, train and evaluate professional, technical, and administrative support subordinates.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major course work in business or public administration, finance, accounting, or a closely related field. A Master's Degree in a related field or possession of a Certified Public Accountant license as recognized by the California State Board of Accountancy is highly desirable.

Experience: At least seven years of progressively responsible managerial and supervisory experience in utility finance, budgeting, rates analysis and administration.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

Possession of an appropriate, valid, Class "C" California Motor Vehicle Operator's License.

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Assistant General Manager - Finance / Administration

**TO:** Utilities General Manager