

8372
8373(NC)

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

09/26/11
Revised

**TITLE: UTILITIES ASSISTANT CHIEF FINANCIAL OFFICER
UTILITIES ASSISTANT CHIEF FINANCIAL OFFICER (NON-CLASSIFIED)**

DEFINITION

Under general direction, to assist in the planning, directing and reviewing of the utility, administrative, financial, budget and rate structuring and customer service activities including education and information; 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 Assistant Director/Finance and Customer Relations

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Utilities Assistant Director/Finance and Customer Relations. Exercises general direction over professional, technical, and administrative support staff.

EXAMPLES OF DUTIES

Typical duties may include, but are not limited to the following:

- Assist in the financial planning of the Department, including revenue bond financing and rate level determinations.
- Assist in developing and implementing financial plans and systems, including risk management measures to ensure effective and economic use of Department's assets.
- Supervise the preparation of short-and-long term financial forecasts, including sales, costs and fund balance.
- Develop performance measures and monitor costs of operations.
- Assist in the preparation, development, and administration of operating and capital improvement budgets.
- Assist in the development of supporting data and preparations of recommendations on electric and water rates.
- Assist in the development and implementation of goals, standards, objectives, policies and procedures.
- Assist in directing the activities related to utility customer service activities including education information, customer service, collections, utility billing and meter reading.
- Assist in determining the scope of projects; review programs, projects and schedules for suitability and approval.

- 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, utility divisions and with outside agencies and organizations.
- Supervise the accounting for utility transactions in accordance with generally accepted accounting principles.
- Supervise preparation of data for submission to regulatory agencies; serve as expert witness and represent City interests as required.
- Assist with the coordination of the Department's internal and external auditing activities.
- Supervise the preparation of surveys, research and analysis of departmental fiscal, administrative, personnel and operational activities.
- Supervise the preparation and participate in the presentation of technical and administrative reports and recommendations to the Public Utilities Assistant Director / Finance and Customer Relations, Board of Public Utilities, and other agencies and organizations.
- Select, supervise, train, and evaluate professional consultants, advisors and contractors.
- Serve as acting Utilities Assistant Director / Finance and Customer Relations as assigned.
- Review of relevant legislative activities to ensure that 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 marketing, negotiation, public utility administration, organization, budget and personnel management.
- Methods, materials, techniques, equipment used, and applicable regulatory codes and laws related to the operations of a public utility.
- Legislative process, practices and procedures as related to Utility operations.
- Principles of utility financial administration including operational characteristics, services, activities, and debt issuance.
- Principles and practices of general, fund, and energy accounting, Federal Energy Regulatory accounting, budgeting, and computerized financial systems.
- Modern and complex principles and practices of utility financial planning and analysis including electric and water utility rate structure development, historical and marginal cost-of-service principles, methods of cost allocation and load research, and financial auditing.
- Management research techniques, procedures, and methods of report presentation.

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 bases.
- Establish and maintain effective working relationships with representatives of other utilities.
- Assess and develop financial procedures and systems.
- Develop, maintain, and interpret City rate-making policies and procedures; develop innovative rates; interpret rate schedules.
- Understand utility operations, including power contracts and power scheduling as they relate to financial implications and projections.
- Forecast and develop computer models to simulate complex financial activities.
- Maintain and interpret complex debt issuance documents.
- 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 economics, finance, business administration, accounting, engineering, or a related field. A Master's Degree in a related field, and/or possession of a Certified Public Accountant license as recognized by the California State Board of Accountancy is highly desirable.

Experience At least five years of progressively responsible supervisory and administrative experience in financial planning, budgeting analysis, accounting, revenue requirements, and designing electric and water utility rates.

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 Chief Financial Officer

TO: Utilities Assistant Director/Finance and Customer Relations