



## San Juan Water District

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Granite Bay, California 95746  
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www.sjwd.org

# Finance and Administrative Services Manager

## Position Description

**Status:** FLSA Exempt and Confidential in nature  
**Supervisor:** Assistant General Manager  
**Effective Date:** July 1, 2007

### **Supervision Received and Exercised**

Receives administrative direction from the Assistant General Manager and exercises direct supervision over assigned supervisory, professional and technical personnel.

### **Primary Function**

To plan, organize, direct and review the activities and operations of the Finance and Administrative Services Department which includes providing strategic direction and guidance for the District's Financial, Human Resources, Risk Management, Purchasing, and Information Technology functions; to coordinate assigned activities with other departments and outside agencies; and to provide highly responsible and complex administrative support to the Assistant General Manager and General Manager.

### **Essential Duties** - *Duties may include, but are not limited to, the following:*

- Develop, plan and implement Department goals and objectives; recommend and administer policies and procedures.
- Coordinate Department activities with those of other departments and outside agencies and organizations; provide staff assistance to the Assistant General Manager and General Manager; prepare and present staff reports and other necessary correspondence.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Oversee the development and administration of the District and Department budgets; direct the forecast of additional funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments; oversee the formulation and execution of the District budget.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures; maintain discipline and high standards necessary for the efficient and professional operation of the Department.
- Provide leadership in the development and implementation of strategies, programs, policies, decisions, and other actions as they related to the administrative functions of the District.
- Safeguard the District's assets through the development and management of internal control systems as required by law or accounting standards.
- Advise General Manager and Assistant General Manager on policy-level and technical aspects of assigned programs.

- Plan and administer long-range activities including the District's investment portfolio.
- Research and recommend employee benefit plans; negotiate rates with insurance carriers; address either personally or with the use of outside expertise, personnel related issues.
- Administer and monitor District's insurance programs including liability, property, workers' compensation, and fidelity coverage.
- Represent the District to outside groups and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.
- Research, prepare and present technical and administrative reports and studies; prepare written correspondence.
- Build and maintain positive working relationships with co-workers, other District employees and the public using principles of good customer service.
- Perform related duties as assigned.

### **Minimum Qualifications**

#### *Knowledge of:*

- Principles and practices of general, enterprise, and governmental accounting including financial statement preparation and methods of financial control and reporting.
- Principles and practices of financial administration including budgeting and reporting.
- Principles, practices, laws and regulations governing the investment and management of public funds.
- Principles and practices of public sector human resources administration and risk management.
- Principles and practices of leadership, motivation, team building and conflict resolution.
- Pertinent local, State and Federal laws, rules, and regulations.
- Organizational and management practices as applied to the analysis and evaluation of programs.
- Principles and practices of organization, administration and personnel management.
- Modern office procedures, methods and computer equipment.

#### *Ability to:*

- Plan, direct and control the administration and operations of the Finance and Administrative Services Department.
- On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports and related documents; know and interpret laws, regulations, codes and procedures; observe performance and evaluate staff; problem solve department related issues; and explain and interpret policy.
- On a continuous basis, sit at a desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means.
- Prepare and administer the District budget.
- Develop and implement departmental policies and procedures.
- Supervise, train and evaluate assigned personnel.
- Gain cooperation through discussion and persuasion.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply District, State and Federal policies, procedures, rules and regulations.
- Exercise leadership, authority, and management tactfully and effectively.
- Prepare and report quarterly and yearly budget information to Board of Directors.
- Effectively operate a personal computer using accounting software and spreadsheets.

- Plan and evaluate financial programs and make sound recommendations for improvement.
- Perform mathematical calculations and analyses and prepare clear and concise and comprehensive financial statements.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relations with those contacted in the course of work.

**Education and Experience:**

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

**Education:**

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in public or business administration or a related field, with an emphasis in accounting. Master's degree or CPA is desirable.

**Experience:**

Ten years of progressively responsible experience in accounting and fiscal analysis, preferably with a municipality; including three years of administrative and management responsibility.

**License or Certificate:**

Possession of, or the ability to obtain and maintain, a California Driver's License with a satisfactory driving record. Individuals who do not meet this requirement due to a physical disability will be considered on a case-by-case basis.

**Physical Capabilities:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform functions.

<i>Physical Requirements</i>	<i>Rarely (0-12%)</i>	<i>Occasionally (12-33%)</i>	<i>Frequently (34-66%)</i>	<i>Regularly (67-100%)</i>
Seeing				✓
Hearing				✓
Standing/Walking		✓		
Climbing/Stooping/Kneeling	✓			
Lifting/Pulling/Pushing		✓		
Approximate Maximum Weight to Lift		20 Pounds		
Fingering/Grasping/Feeling				✓
Describe Working Conditions	100 Percent Indoors			