



Midpeninsula Regional Open Space District

CHIEF FINANCIAL OFFICER/DIRECTOR OF ADMINISTRATIVE SERVICES

DEFINITION

Under administrative and policy direction, this position provides senior leadership to program managers with overall responsibility for Finance and Budget, Information Systems and Technology, and Human Resources. Represents the District with external governmental agencies and elected officials. Serves as a key member of the District's executive leadership team with significant involvement in overall District planning and management and financial leadership for the organization.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the General Manager and works closely with the Controller. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This at will, executive management classification serves at the pleasure of the General Manager and oversees, directs, and participates in all administrative services activities, including short- and long-term planning, development, and administration of policies, procedures, and services. This position oversees the financial management of the District and provides assistance to the General Manager in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public finance and policy; District functions and activities, including the role of the Board of Directors; and the ability to develop, oversee, and implement projects and programs in a variety of assigned areas, including management of the District's finance, human resources and information systems and technology. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering the District's mission, goals, and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Serves as an executive-level manager, directly supervising program managers who exercise specialized responsibilities for: finance, human resources, and information systems and technology.
- Oversees all District financial activities, ensuring the development and administration of appropriate accounting policies, financial planning, financial forecasting and reporting systems.
- Performs and assists other departments in performing project cost estimating and cost accounting.
- Oversees all District human resources activities; may serve as labor negotiator for the District and may assist in resolving employee relations issues.
- Oversees District-wide Information Systems, including GIS
- Oversees the development, support and maintenance of the District's information technology, multi-media and telecommunications systems.
- Assumes overall responsibility for managing the District's Operating and Capital Improvement Budgets and develops, justifies and defends proposed budget submissions.

- Oversees activities in preparation for the annual District financial audit and other specialized audits.
- Undertakes Bond Management activities, including serving in the capacity of Disclosure Coordinator, pursuant to District Policy 3.06 Chapter 3 – Fiscal Management -- Initial and Continuing Disclosures Relating to Bond Issuances.
- Oversees the preparation and presentation of cost accountability reports for the Bond Oversight Committee, Board of Directors, and other public
- Develops and directs the implementation of goals, objectives, policies, procedures and work standards for the department and District-wide; monitors changes in laws, regulations and technology; implements policy and procedural changes as required.
- Conducts a variety of departmental, organizational and operational studies and investigations; recommends strategies and options to the General Manager.
- Prepares Requests for Proposals and Requests for Qualifications for a variety of projects and negotiates and administers contracts.
- Assists in resolving inter-departmental problems and coordinates with other department heads on inter-departmental problems and issues.
- Provides highly responsible and complex staff assistance to the General Manager and Board of Directors and works closely with the Assistant General Manager(s)
- Works closely with the Public Affairs Department on the development and dissemination of public information related to the District's use of and accountability for Bond funds.
- May chair or serve on key management work groups that provide critical input to the General Manager and/or Board of Directors on long-term operational and financial plans and strategies;
- Provides technical expertise on assigned functional areas and assigned special projects.

QUALIFICATIONS

Knowledge of:

- Principles and practices of special district finance, including investment, treasury, bond management, governmental accounting, auditing and reporting functions, budget development, administration and accountability.
- Administrative principles and practices, including goal setting, program development, implementation, and evaluation.
- Public agency annual work plan and budget development, contract administration, District-wide administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs; principles and practices of special district administration.
- Principles and practices of employee supervision, including work planning, assignment, coaching, mentoring, review and evaluation, and discipline.
- Principles and practices of human resources management in a special district setting including recruitment and selection, job analysis, classification, compensation and benefit analysis, employee and labor relations and labor negotiations.
- Principles, practices, and procedures related to public agency record keeping.
- Applicable local, state, and federal laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative

organizations.

- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Provide strategic and professional leadership and direction for assigned programs.
- Prepare and administer large and complex annual work plans and budgets; perform bond issuance and maintenance tasks; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Plan, organize, direct, and coordinate the work of supervisory, professional, technical, and administrative support personnel; delegate authority and responsibility.
- Select, train, motivate, coach, mentor and evaluate the work of staff and train staff in work procedures.
- Analyze and streamline existing procedures and research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of administrative services programs.
- Conduct effective negotiations and effectively represent the District and assigned programs in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Communicate effectively in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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

Equivalent to a Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, finance, accounting, economics, information technology, human resources or a closely related field and five (5) years of experience at the department director level. A master's degree and public sector experience are desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: August 2015

REVISED:

FLSA: Exempt