

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

CLASSIFICATION TITLE: DIRECTOR - UTILITIES FINANCE OPERATIONS

PURPOSE OF CLASSIFICATION

The purpose of this classification is to provide financial management and oversight to business areas within the Public Utilities Division.

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.

Supervises, directs, and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals; interviews and selects new employees; coordinates staff training activities.

Coordinates daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; confers with staff, assists with complex/problem situations, and provides technical expertise.

Ensures compliance with all applicable codes, laws, rules, regulations, standards, policies and procedures; ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals; initiates any actions necessary to correct deviations or violations.

Consults with County Administration, County officials, or other officials to review operations/activities, review/resolve problems, receive advice/direction, and provide recommendations; provides financial management advice to County Administration and to department directors; responds to inquiries and complaints from Board of County Commissioners; prepares and delivers presentations to Board regarding budgets, rate changes, or other topics; serves as financial liaison to County finance and budget divisions.

Provides financial management and oversight to business areas within the Public Utilities Department; provides leadership and supervision to financial and operational staff in support of departmental business activities; oversees general accounting, accounts payable, revenue management, purchasing, customer service, or other financial functions.

Develops, recommends, and assists with implementation of long and short-term plans, goals, and objectives.

Develops, updates, and implements departmental policies and procedures; establishes and enforces policies governing financial and business decisions within department operations; develops and implements internal controls to reduce potential of errors; reviews financial operations, policies, procedures, and processes for efficiency and effectiveness, and implements needed improvements.

Develops and implements division capital and operating budgets; coordinates deadlines and monitors progress of annual budget activities; reviews budget submissions in conjunction with Administrator; prepares/delegates portions of annual budget consolidation process, including summarization of data for review, review with Administrator, and presentation to Board; develops and presents creative alternatives to department spending plans to conserve budgeted

funds; administers approved budget; participates in monthly reviews of capital and operational budgets versus actual budget; provides guidance and recommendations on financing alternatives for major capital projects.

Performs complex financial analyses to support business decisions; performs financial analysis pertaining to costs of major capital projects.

Provides financial assistance and support for internal and external customers, including the Board of County Commissioners, management personnel of other County departments, and residential/commercial public utilities customers; provides advice to department directors on financial, budgeting, and management activities; provides financial advice on procurement activities.

Responds to complaints and questions related to financial aspects of utility operations; investigates complaints from residential/commercial customers; researches problems, provides information, initiates problem resolution, and performs follow-up.

Coordinates activities to secure grant funding; analyzes grant funding opportunities; prepares or reviews grant applications; administers activities to retain compliance with requirements of grants; ensures timely submission of required reports and reimbursement requests.

Prepares or completes various forms, reports, correspondence, budget documents, executive summaries, status reports, financial analyses, personnel appraisals, personnel forms, legal correspondence, presentations, or other documents.

Receives various forms, reports, correspondence, balance sheets, income statements, budget reports, invoices, funding requests, timesheets, draft ordinances, legal documents, ordinances, statutes, policies, procedures, accounting guidelines, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a personal computer, audio/visual equipment, or other equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, financial system, presentation, e-mail, Internet, or other computer programs.

Communicates with County officials, other departments, employees, consultants, attorneys, auditors, vendors, customers, the public, community organizations, the media, outside agencies, and other individuals as needed to coordinate work activities, review status of work, exchange information, resolve problems, or give/receive advice/direction.

Attends meetings, serves on committees, and makes presentations as needed; delivers presentations to customers or groups regarding topics such as formation of municipal benefit units, utility billing or effluent charges to golf courses;

Maintains a comprehensive, current knowledge of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Performs the duties of Public Utilities Administrator in his/her absence; provides assistance to other employees or departments as needed.

Performs general/clerical tasks, which may include answering telephone calls, making copies, sending/receiving faxes, filing documentation, or processing incoming/outgoing mail.

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

Bachelor's degree in Finance, Accounting, or closely related field; supplemented by six (6) years previous experience and/or training that includes progressively responsible financial management involving governmental accounting, budget management, capital appropriations, financial analysis, general management, and personal computer operations; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Certification as a valid Certified Public Accountant (CPA) certification is strongly preferred. Must possess and maintain a valid Florida driver's license.

PERFORMANCE APTITUDES

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

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

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 with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; 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 judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

Leadership:

Customer Service:

Financial Accountability:

ADA COMPLIANCE

Physical Ability: Tasks require 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 workstation.

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

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

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