

EAST BAY REGIONAL PARK DISTRICT

AGM – FINANCE AND MANAGEMENT SERVICES

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

GENERAL FUNCTION:

Under general administrative direction, the Assistant General Manager – Finance & Management Services, serves as the District's Chief Financial Officer and provides senior leadership to subordinate program managers with overall responsibility for providing various financial, support, and administrative functions for the District; represents the District with external governmental agencies and elected officials and serves on various boards and committees on matters that deal with various areas of expertise; serves as a key member of the District's executive leadership team with significant involvement in overall District planning and management, including long-range financial planning; and performs related duties as assigned.

ESSENTIAL FUNCTIONS:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Under general administrative direction, the Assistant General Manager – Finance & Management Services, serves as the District's Chief Financial Officer and provides senior leadership to subordinate program managers with overall responsibility for providing various financial, support, and administrative functions for the District. This role serves as a senior manager, and directly supervises program managers who individually exercise specialized responsibilities for accounting, financial reporting and audits, budget development and monitoring for operational funds and multi-year capital improvement program, cash and investment management, debt administration, information systems management, and capital finance functions; exercises second and third level supervisory responsibilities over professional, technical, administrative and support employees responsible for Peralta Oaks and Trudeau Training Center facility management, grants administration, budget management, payroll, purchasing and accounts payable; oversees all District financial accounting activities, ensuring the development and administration of appropriate accounting policies, financial planning and reporting systems; develops, supports and maintains the District's technology, information and communication systems, and security of networks; oversees the operations and maintenance of the District's administrative headquarters duties and central stores; provides centralized office services, including mail distribution, duplication, and switchboard and reception; oversees the administration of all incoming and outgoing grants from application to closure; analyzes and reviews funding proposals benefiting the District; organizes and facilitates components of the annual Board Workshop series to ensure communication and coordination of staff and Board project and budget priorities; manages diverse programs through coordinated leadership assuring the Division meets specially assigned ongoing and annual operational and financial objectives; assumes overall responsibility for managing the Division's and the District's operating and capital projects budgets and develops, justifies and defends proposed budget submissions; provides technical expertise on all financial activities with the consequences of error potentially impacting the District's financial solvency and the general public's perception of its leadership; administers public debt financing; resolves intra-divisional problems and coordinates with other division heads on inter-divisional problems and issues; Serves as a District representative to a number of external governmental organizations assuring the District's operational and financial interests receive maximum attention and decisions are consistent with overall District financial planning; interacts with elected officials, business, public and special interest groups requiring significant interpersonal communication skills when issues are conflicting and maintaining the District's positive public image is

critical; provides support to the General Manager in efforts to secure outside funding and grants for various projects; provides additional support for legislative priorities of the District; serves as a member of the District's senior management staff; chairs or serves in several 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 that will achieve fiscal solvency and meet the District's vision for the future; serves as liaison and technical resource for the Board Finance Committee, ensuring financial initiatives and recommendations are considered for District goals and objectives; stays abreast of new trends and innovations in the fields of governmental accounting, debt administration and investment management; provides technical expertise on assigned functional areas and assigned special projects which are critical because the consequences of error impact District-wide issues and could result in legal and/or financial difficulties; and performs related duties as assigned.

MINIMUM QUALIFICATIONS:

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

Education: A Bachelor's degree from an accredited college or university with major course work in accounting, economics, business administration or a related field,

AND

Experience: Eight years of experience in one or more of several administrative capacities, such as executive management, public finance, information system management, or grants administration, including two years of experience at the senior management level. Direct experience with governmental financial operations is desirable.

Substitutions: A Master's degree from an accredited college or university with major course work in accounting, economics, business administration or a related field or current license as a Certified Public Accountant (CPA) may be substituted for a maximum of three years of the required experience.

License or Certificate: None.

KNOWLEDGE, SKILLS AND ABILITIES:

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of: general governmental accounting and budget standards and practices, laws and regulations governing public agency accounting practices and reporting, investment of public funds and regulations, and public debt financing; professional practices and principles of information systems and network management, grants administration, and general administrative support and facilities management; general management and supervisory principles and practices; office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Ability to: possess sound judgment and leadership skills; analyze complex multidisciplinary issues and implement enterprise-wide solutions; conduct complex research, statistical analysis and effective report presentations to a wide and diverse group of stakeholders, including the general public; develop reliable estimates and financial forecasts; use tact, diplomacy, initiative, prudence and independent judgement within general policy, procedural and legal guidelines; operate office equipment including computers and supporting word processing, spreadsheet, and database applications; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships with those contacted in

the course of work at all levels, including a culturally diverse general public, with a focus on quality service to internal staff and external customers.

ADDITIONAL INFORMATION:

REPORTS TO: General Manager or designee

SUPERVISES: Provides supervision to Assistant Finance Officers, Chief Information Officer, professional and support staff.

HISTORICAL INFORMATION:

Employment Category: Management, Range MG07

Adopted by Board: 02/26/1975

Revised by General Manager: 12/21/2001

Revised by General Manager: October 14, 2010

Revision Approved by General Manager: