

MAJOR FUNCTIONS

This is responsible professional, technical, supervisory and administrative work in the collection, analysis and reporting of the complex data necessary to enable budgeting, forecasting, accounting and long-range planning for City utilities services. Work is performed under the general direction of higher-level administrator or manager. Considerable independent judgment, discretion and initiative are exercised in work assignments. Work is reviewed through reports, conferences, observations and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises, plans, assigns, trains and directs the work of staff engaged in developing utility services interim and annual accounting and interpretive financial reports and studies, and recurring activities such as: electric, gas, water, sewer or solid waste rate studies, load and fuel forecast, biennial customer surveys, official statements for utilities bond sales, analysis of territorial service issues, special projects, and grant requests. Coordinates the development and monitoring of operating and capital budgets of the applicable utility and assists staff in planning strategy to correct deficiencies revealed through interpretation of financial reports. Coordinates, supervises or performs research and analysis relative to the applicable utility's operational, performance, and programmatic issues. Monitors City Commission meetings, agendas, and minute summaries for issues that impact the utility or for which the utility is responsible for taking action. Interacts with other departments in responding to inquiries, conducting special reviews, and ensuring compliance to laws, regulations, ordinances, and policies. Prepares and presents reports and other necessary documents and correspondences. Recommends the selection, transfer, layoff, recall, advancement and discipline of employees, as applicable. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

Other Important Duties

Attends City Commission meetings and various meetings/conferences as is required. Participates on a variety of teams and committees; prepares and presents staff reports and other necessary correspondence. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Considerable knowledge of financial, accounting, budget analysis and statistical concepts and methods. Some knowledge of various electric, gas, water, sewer, solid waste projects, policies, and procedures, and their relationship to budget, revenues, rate projections, etc. in a public utility. Ability to conduct research. Ability to analyze facts and exercise sound professional judgment to arrive at valid conclusions. Ability to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective work relationships. Skill in the use of microcomputers and the financial programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, finance, mathematics, economics, or a related field and four years of professional experience that includes budgeting, accounting, finance or economics; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 06-20-09