



# Monterey Regional Waste Management District

## Job Description

<b>Position:</b>	<b>Director of Finance &amp; Administration</b>	<b>Department:</b>	<b>Administration</b>
<b>Reports To:</b>	<b>General Manager</b>	<b>Revised:</b>	<b>September 2021</b>

### **DEFINITION**

Under general direction from the General Manager, plans, directs, organizes, integrates, manages and provides oversight of the Finance & Accounting, Human Resources, and Administration departments; serves as the District's chief financial officer; directs and manages the development of short and long-term goals and objectives consistent with the Strategic Plan and ensures their effective execution; ensures all assigned functions serve the needs of the District in compliance with applicable laws and regulations; provides complex administrative support to the General Manager and fills in for the General Manager as needed.;

### **DISTINGUISHING CHARACTERISTICS**

This position is responsible for managing and integrating a wide variety of functions, programs, staff, and comprehensive financial services and activities. Within assigned areas of accountability, the incumbent operates with substantial latitude and discretion to achieve effective and efficient utilization of resources in serving the District's mission. Incumbent provides advice and counsel to the General Manager regarding strategic policy, serves as a back-up to the General Manager and is a member of the District's leadership team. A person appointed to the Director of Finance and Administration classification is an "at-will" employee.

### **ESSENTIAL FUNCTIONS**

*The following duties are typical of this classification and are intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and are not intended to be an all-inclusive list of essential functions. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement to address business needs and changing business practices.*

- Prepares, manages, and coordinates the development of the District's general budget and capital improvement budget; develops revenue forecasts and monitors expenditures; discusses and resolves budget issues with appropriate staff; reviews and evaluates work methods and procedures to ensure budget adoption prior to July 1 of each year.
- Responsible for the financial reporting and management, financial planning, payroll, and revenue collections for the District; oversees bond issuance and refinancing; administers bond programs and secures tax-exempt and other types of financing. Supports the General Manager in the area of business development and other potential revenue generating opportunities.
- Plans, organizes, controls, integrates and evaluates the work of assigned departments to ensure services comply with the policies and strategic direction set by the General Manager, Board of Directors and all applicable laws and regulations.
- Evaluates, and recommends improvements to administrative and financial internal control systems and procedures to insure audit compliance; directs and participates in the preparation of a variety of records and reports ensuring timeliness, accuracy, and compliance with appropriate laws, ordinances, and regulations.
- Oversees and is responsible for planning and execution of all human resources programs and activities including: employee and labor relations, advising management on human resources matters, administering classification allocations and analyses, and salary, benefits, and employee development, processing of grievances and administrative investigations, and developing and implementing personnel policies and rules.
- Represents the District effectively in labor union negotiations.

- Assists in the preparation of Requests for Proposal (RFPs) for equipment and services; represents the District in negotiations with vendors and service contractors, and participates in contract administration in disputed contractual matters;
- Prepares staff reports and letters, including reports for presentation to the Board of Directors;
- All District positions require the employee to provide good customer service to both internal and external customers, maintain positive and effective working relationships with other District employees, and have regular and reliable attendance and timeliness. Must show cooperation and respect to fellow employees and supervisors at all times.

### **SUPERVISORY RESPONSIBILITIES**

The incumbent in this position provides direct supervision to 3-4 employees and has oversight of three departments.

### **EXAMPLE OF RESPONSIBILITIES**

- Provides staff assistance to the General Manager and Board of Directors; prepares and present staff reports and other necessary correspondence.
- Serves as the Skelly Officer for disciplinary process.
- With assigned managers, develops, implements and monitors short and long-term plans, goals and objectives focused on achieving the District's mission, Strategic Plan and Board priorities; directs the development of assigned department operating and capital improvement budgets; monitors implementation of adopted budgets; directs the development, implementation and evaluation of plans, programs, projects, policies, systems, and procedures to achieve short- and long-term District-wide goals, objectives and work standards within assigned areas of accountability.
- Plans and evaluates performance of assigned managers and staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation recommendations to the General Manager to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's personnel rules, policies and labor contract provisions where applicable.
- Provides leadership and works with management team to develop and retain highly competent, customer-service oriented staff through selection, compensation, training and day-to-day management practices which support the District's mission, strategic plan, objectives and values.
- Oversees and participates in the annual review and revision of the District's rates structure and charges; develops strategies and approaches for evaluating rate change alternatives; directs the development and recommends proposed rates; attends and participates in public meetings and rate hearings; oversees the implementation of new rates following board approval.
- Provides day-to-day leadership and works with senior management team members to ensure a high performance, customer service-oriented work environment consistent with sound management principles and District mission and values.
- Directs and coordinates the preparation of analyses and recommendations regarding policy issues and long-range plans to address District financial needs; advises the General Manager regarding policy issues, programs and projects to meet District and customer needs; advises and assists the General Manager in identifying, articulating and implementing policies, programs and projects.
- Interprets General Manager and Board of Director instructions and requests; makes interpretations of District policies, and applicable laws and regulations to ensure compliance within assigned areas of accountability.
- Participates in the analysis of proposed legislation and regulation; participates in industry and intergovernmental activities to influence legislative and regulatory change consistent with the District's

interests and needs; represents the District as requested or assigned in dealings with constituent agencies in the District's service area, and with other industry and governmental agencies and professional organizations.

- Within assigned areas of accountability, serves as the District's representative to professional, industry and community groups and customers and to other agencies, organizations and individuals.
- Participates in major negotiations with contractors, consultants, vendors and other public agencies.
- Participates in regional, state, national and other professional meetings and conferences to stay abreast of trends and technology related to District operations, particularly in areas of assigned accountability.

## **QUALIFICATIONS**

The following generally describes the knowledge and ability required to successfully perform the assigned duties.

**Knowledge of:** Principles and practices of general fund and governmental accounting including financial statement preparation and methods of financial control and reporting; principles and practices of cost and fixed asset accounting; internal control and audit principles and practices; GAAP, GASB and GFOA accounting standards and requirements; strong knowledge of public administration, including advanced proficiency in organizational development and budget preparation, financial administration and debt management; principles and practices of budgeting, purchasing and maintenance of public records; organization and functions of an elected board of directors; the Brown Act and other law and regulations governing the conduct of public meetings; research methods and analysis techniques; Principles of supervision, training, and performance management. Pertinent federal, state, and local laws and regulations. Principles and practices of public or private personnel administration including methods and techniques used in labor relations, recruitment and selection, classification, salary and benefits administration. Principles and practices of collective bargaining and labor contract administration. Proficiency in the use of Microsoft Office suite (Excel, Word, Outlook and PowerPoint) and budgeting software is required.

**Ability to:** Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals; plan, organize and direct the financial operations and administrative functions of a large, complex solid waste system; prepare clear and concise administrative and financial reports; prepare and administer large and complex budgets; interpret and apply applicable federal, state, and local policies, laws, and regulations; understand, interpret, explain and apply District policy and procedures; present proposals and recommendations clearly, logically and persuasively in public meetings; represent the District effectively in negotiations; develop and implement appropriate procedures and controls; exercise sound, expert independent judgment within policy guidelines; develop and administer departmental goals, objectives, and procedures; analyze and assess programs, policies, and operational needs and make appropriate adjustments; select, supervise, train, and evaluate staff; make adjustments to standard operating procedures as necessary to improve organizational effectiveness; research, analyze, and evaluate new service delivery methods and techniques; facilitate group participation and consensus building; communicate clearly and concisely, both orally and in writing.

**Education:** A Bachelor's degree from an accredited college or university with major course work in finance, accounting, public or business administration, or related field is required. A master's degree in finance, public or business administration, or a related field, is highly desirable.

**Experience:** Eight years of broad and extensive experience in financial management or related experience including three years of management and administrative responsibility or broad and extensive work experience in a management or administrative position in a private or public agency responsible for solid waste management, recycling, or landfill operations.

**License or Certificate:** Possession of valid California driver’s license. Certification as a Certified Public Accountant (CPA) is desirable.

**PHYSICAL AND SENSORY REQUIREMENTS**

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

**Physical Demands** - While performing the duties of this class, employees are regularly required to sit; talk or hear, in person, in meetings and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms; occasionally bend, stoop, lift and/or carry objects weighing up to 25 pounds individually. Employees are occasionally required to walk and stand on even and uneven surfaces, grounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Mental Demands** - While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret complex data, information and documents; analyze and solve complex policy and operational problems; observe and interpret people and situations; use math and mathematical reasoning; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks with constant interruptions; work under intensive deadlines and interact with Board members, all levels of District management, other elected and appointed governmental officials, consultants, contractors, developers, vendors, employees, media representatives and the public.

**Special Demands** - Must be able to actively participate in public meetings including giving presentations in person and on camera before the Board of Directors and members of the public.

**Work Environment** -

Employees work under typical office conditions, and the noise level is usually quiet, occasional exposure to dirt, grease, foul odors and other outdoor elements.

**ACKNOWLEDGEMENT**

I verify that I have received a copy of the job description and I understand the requirements of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name – Please Print