

CLASS TITLE: PUBLIC WORKS FINANCIAL PLANNING MANAGER

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for advanced professional accounting, planning and administrative work in directing the activities of the Fiscal Services, Cost Accounting, and Support Services elements of the Public Works Department; and performs other related required duties.

ESSENTIAL TASKS:

- Directs supervisors in planning and coordinating the work of personnel engaged in Financial Planning section of the Public Works Department
- Initiates, directs, and assists in communication, coordination, and cooperation of work efforts with other departments, consultants, contractors, financial advisors, and outside agencies to achieve the Public Works Departmental goals and objectives
- Monitors funding for capital projects
- Ensures compliance with established accounting policies and procedures
- Plans, directs, and coordinates the development of the Public Works Department's budget, rate studies, and calculations, and five-year forecasts
- Maintains control over expenditures and maintains internal controls over departmental assets
- Assists and performs work involving the preparation and review of contracts and proposals
- Prepares, reviews, and presents written and verbal reports
- Initiates studies to determine adequacy and effectiveness of present operations
- Recommends and implements new methods for improving efficiency
- Prepares and presents reports to various TMUA Board Committees
- Coordinates Public Works CIP with Finance department
- Coordinates private security of all Public Works facilities
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in accounting, or business administration, and eight (8) years progressively responsible experience in accounting and administrative management; or an equivalent combination of training and experience per Personnel Policies and Procedures Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of generally accepted accounting principles for governmental accounting; comprehensive knowledge of modern practices in utility finance administration with particular reference to accounting, budgeting, finance, rate setting, and forecasting; and comprehensive knowledge of the laws, ordinances, rules, and regulations governing utilities, budgeting and accounting. Ability to plan, direct, and coordinate the work of professional, sub-professional, and technical personnel engaged in the administrative services operations; ability to prepare comprehensive financial reports and recommendations for financing improved and expanded services; ability to formulate short and long range plans necessary in accomplishing goals of the department; ability to work effectively with others in complex and controversial situations with appropriate tact and courtesy; ability to express ideas and recommendations effectively; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop, and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; frequent lifting and carrying up to 5 pounds; occasional pulling up to 5 pounds; may be subject to walking, sitting, reaching, balancing, bending, kneeling, crawling, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

License and Certificates: None required.

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WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

Class Code: 1087

EEO Code: E-01

Pay Code: EX-48

Group: Fiscal

Series: Financial Management

Effective date: October 9, 2003