



FALLBROOK PUBLIC UTILITY DISTRICT
MEETING OF THE PERSONNEL COMMITTEE

AGENDA

TUESDAY, JUNE 13, 2017
4:30 P.M.

FALLBROOK PUBLIC UTILITY DISTRICT
990 E. MISSION RD., FALLBROOK, CA 92028
PHONE: (760) 728-1125

If you have a disability and need an accommodation to participate in the meeting, please call the Secretary at (760) 728-1125 for assistance so the necessary arrangements can be made.

Writings that are public records and are distributed during a public meeting are available for public inspection at the meeting if prepared by the local agency or a member of its legislative body or after the meeting if prepared by some other person.

I. PRELIMINARY FUNCTIONS

CALL TO ORDER / ROLL CALL

PUBLIC COMMENT (*limit 3 minutes*)

II. ACTION / DISCUSSION -----(ITEM A)

A. DISCUSSION OF ASSISTANT GENERAL MANAGER/CHIEF FINANCIAL OFFICER POSITION

III. ADJOURNMENT OF MEETING

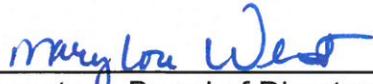
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DECLARATION OF POSTING

I, Mary Lou West, Secretary of the Board of Directors of the Fallbrook Public Utility District, do hereby declare that I posted a copy of the foregoing agenda in the glass case at the entrance of the District Office located at 990 East Mission Road, Fallbrook, California, at least 24 hours prior to the meeting in accordance with Government Code § 54956.

I, Mary Lou West, further declare under penalty of perjury, under the laws of the State of California, that the foregoing is true and correct.

June 12, 2017
Dated / Fallbrook, CA


Secretary, Board of Directors

ASSISTANT GENERAL MANAGER/CHIEF FINANCIAL OFFICER

Definition

Under direction of the General Manager (GM), directs plans and coordinates the District's finance operations. Ensures the efficient and effective use of facilities, finances, personnel and equipment for the Finance, Customer Service, Information Systems, Purchasing and Warehouse Departments; participates in Board of Directors and related meetings. Plans, organizes, and directs the Finance Division including the financial, budget, accounting, grant administration, treasury management, purchasing and warehousing functions, Information Systems, and customer service of the District. This includes protection of the District assets and the maintenance of budget controls, perform the most complex accounting functions, to invest District funds, to complete long and short term capital borrowing, strategic planning, policy recommendations and shall perform related work as required.

Class Characteristics

This one-position class is a management level classification with responsibility for directing a District Division providing major and critical internal and external services. Responsibilities include organizational, budget personnel administration for the assigned departments. Positions at this level report to the GM and direct the efforts of multiple department supervisors and other support staff. This classification is in the management group and "at-will".

Examples of Duties

- Serves as Treasurer for the District
- Direct the District's annual budget development activities and budget control systems; monitor appropriations and expenditures; conduct quarterly updates with District management; make mid-year adjustments as necessary
- Conducts budget sessions
- Develop and monitor short and long range financial planning, protection of District assets, and maintenance of budget controls
- Oversee the annual review and revision of the District's rates and changes, the review and development of the rate structures; attends and leads public meetings and rate hearings and the implementation of new rates
- Direct the development, preparation, and presentation of financial reports and statements, providing strategic and tactical advice to the GM and the Board of Directors regarding financial issues, including debt and asset management policies and rate and revenue structures
- Develop and implement investment policies and practices to ensure that the District's financial resources are appropriately utilized; monitor legislative activities accounting promulgations, and tax regulations and legislation that will affect that District's financial reporting, debt management, investment, and accounting practices. Develop and work with other agencies to protect the District's financial interests
- Coordinates Audit Functions for internal and external auditing
- Work with rating agencies, advisors and outside bond counsel in the issuance of revenue bonds, certificates of participation or other external financing; prepares financial data and reviews all bond documents and information prepared for the public, rating agencies and bond covenants; tracks compliance with debt service coverage ratios; monitors the interest rate market to remain alert for refunding opportunities; complies with all debt reporting requirements.

- Ensure compliance with District operational and personnel policies and procedures at the Division level
- Direct all activities related to financial matters including management of staff and oversight of consultants to ensure that results are accomplished efficiently and in accordance with acceptable standards for quality and integrity, compliance with applicable laws, regulations, policies and procedures
- Review and evaluate work methods, procedures, services, and products; establish evaluation standards and criteria; monitor effectiveness and efficiency
- Hire, supervise, train, and evaluate assigned staff; establish work standards and expectations; administer training and performance evaluations for assigned staff; counsel and discipline employees of assigned area as required
- Sets and monitors Customer Service policies and procedures
- Oversee the administration and monitoring of related contracts with consultants
- Direct the District's centralized purchasing program, which includes material and services purchases, professional contracts, requests for proposal development and competitive bidding; ensure compliance with District and governmental regulations. Ensure that purchasing procedures; activities and specification meet District requirements
- Ensure compliance and security is met in Information Systems areas. Perform related duties as assigned.

Qualifications:

Knowledge of:

Principles and practices of budgeting, accounting, finance, investment and the development and maintenance of fiscal controls in a government setting.

Laws, rules, ordinances and legislative process controlling District financial functions and operations

Principles of public debt issuance

Principles and practices of auditing

Principles and practices of investments

Principles of supervision and management

Principles and practices of Customer Service

Principles and practices of Information Systems

Principles and practices of Purchasing and Waterhouse management

Principles of automated equipment, systems, and software including those utilized for utility billing, fiscal and accounting functions

Ability to:

- Plan, organize, direct, and coordinate the work of managerial, supervisory, professional, and technical staff; and delegate the authority and responsibility.
- Provide administrative and professional leadership and direction.
- Select, supervise, train, and evaluate personnel.
- Identify and respond to the General Manager (GM), and Board of Directors' issues, concerns and needs.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient department services.
- Apply advanced methods of report preparation and presentation.

- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Direct advisors and outside bond counsel in the issuance of revenue bonds, certificates of participation or other external financing.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendation in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare, review, and approve comprehensive administrative and financial analyses and reports.
- Interpret and apply Federal, State, and local policies, procedures, laws, and regulations.
- Conduct thorough investigations
- Analyze a variety of complex technical and administrative problems and make sound policy and procedural recommendations in accordance with laws, regulations and policies.
- Understand and carry out oral and written instructions.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with all levels of employees and customers, including District and other government officials.
- Interface effectively with all levels of employees and customers.
- Follow established codes, policies, and guidelines.
- Perform work in accordance with safety regulations, guidelines and practices.
- Devise and operate effective internal control procedures
- Analyze a variety of complex technical accounting, finance, customer service, information systems, and purchasing problems and make sound policy and procedural recommendations.
- Administer contract services.
- Manager and administer procurement card program

Licenses and/or Certifications:

Possession of a valid and appropriate California Driver's License required;
 Possession of a certification as a California Certified Public Accountant (CPA), Chartered Financial Analyst (CFA), Financial Risk Manager (FRM), Certified Financial Planner (CFP) Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) is highly desirable.

Minimum Experience, Education, and Training:

Experience:

Seven years (7) management-level experience in accounting and finance to include purchasing, investments, cash management, internal audit control, and debt issuance.

Education:

- Bachelor's degree in Business Administration, Accounting, Finance or related field.
- Master's Degree in Business Administration, Accounting, Finance or related field highly desirable.

Physical Demands:

Sitting: Remains in seated position for up to 8 hours per day.

Lifting: Picks up boxes of computer paper up to 50 lbs.

Talking: Expresses ideas and shares information by means of spoken word in person and by telephone.

Hearing: Hears well enough to receive communication in person and by telephone.

Hands/Arms: Operates computer for up to 8 hours per day.

Vision: Reads written or video messages for up to 8 hours per day and operates vehicle.
Reasonable accommodations will be considered.

62

Board
Approved
Effective
Date
6/08/2017