

ENVIRONMENTAL UTILITIES BUSINESS SERVICES ADMINISTRATOR

DEFINITION

To plan, organize, and direct business services activities within the Environmental Utilities Department; to coordinate business services activities with other City divisions and/or departments, and to provide highly responsible technical support to the Director of Environmental Utilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Environmental Utilities.

Exercises direct supervision over assigned professional, technical and office support personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and implement goals and objectives; establish performance standards and methods for business services activities and operations; develop and implement policies and procedures.

Plan, develop and oversee the work of staff involved in business services activities related to all enterprise funds including budget monitoring and control, bond financing and disclosure, customer service activities and non-emergency dispatch services, research and analysis related to department operations and programs, interaction with outside auditors, certain billing/collection operations and long and short term financial plans.

Manage rate analysis, rate design, and rate planning activities; recommend changes to rates; develop and conduct public outreach related to rates.

Perform short and long-term financial planning related to current and projected water demands and rates.

Perform legislative analysis and monitoring; prepare and administer grants, and administer federal water contracts.

Develop and manage RFP's; initiate, negotiate and maintain consulting contracts.

Evaluate business services operations and activities; implement improvements and modifications; prepare various reports on operations and activities.

Responsible for all revenue, fiscal and budget services, including budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for business services; monitor and control expenditures.

Participate in the selection of staff; coordinate staff training; conduct performance evaluations; recommend discipline; implement discipline procedures as directed.

Prepare and present a variety of technical and administrative reports, including regulatory reports.

Prepare and present reports and information to executive management, City Council, Roseville Public Utilities commission and others.

Represent the department in interacting and explaining financial plans and documents.

Coordinate Business Services Division activities with other City departments and outside agencies.

Participate in the design, implementation, and control of automated financial and utility billing systems.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Provide professional and technical assistance to the Environmental Utilities Director.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of public financial management including budgeting, accounting, auditing and revenue collection.

Pertinent local, State, federal rules, regulations and laws as well as various agencies that will impact municipal finance and financial practices.

Principles and practices of water, wastewater and solid waste utility rate research, design, implementation and cost of service analysis.

Principles and practices of revenue forecasting and water demand research.

Modern office procedures, methods and computer equipment.

Principles and practices of research analysis and management.

Principles and practices of public administration including planning, organizing, staffing, leading and controlling.

Principles and practices of supervision, training and performance evaluation.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of work safety.

Ability to:

Organize, implement and direct business services operations and activities within the Environmental Utilities Department.

On a continuous basis, analyze budget and technical reports, interpret and evaluate staff reports; read and interpret complex laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and communicate through written means.

Monitor federal and state legislative issues; inform staff of potential impact on existing and future utility operations.

Interpret and explain pertinent business services, departmental, City policies and procedures, and rate design and forecasting results.

Develop and monitor an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work including subordinates, peers, senior management, elected officials, community groups and the general public.

Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Five years of increasingly responsible experience in municipal public finance, business services administration, or accounting, including two years of supervisory responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university preferably with major course work in business or public administration, financial management, accounting, economics or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

06-12-18

05-14-16 Environmental Utilities Business Services Administrator