



CAMBRIA COMMUNITY SERVICES DISTRICT

POSITION SPECIFICATION

Position	Administrative Department Manager
Organization	Cambria Community Services District
Location	Cambria, California
Reports to	General Manager
Website	www.cambriacsd.org

ABOUT THE DISTRICT

In 1976, the Cambria Community Services District (CCSD) was formed. CCSD services include water, wastewater, fire protection, lighting, refuse, and Parks, Recreation, and Open Spaces. The CCSD is governed by a five-member board of directors elected by Cambria voters for four-year overlapping terms.

A special district is a very basic form of local government, special to the state of California. There are approximately 3,400 independent special districts in California. When residents or landowners want new services or higher levels of existing services, they can form a special district to pay for and administer them.

The CCSD is primarily funded by utility fees augmented by a small amount of property tax revenue. Today, there are three independent special districts in Cambria: The Cambria Community Services District, Cambria Healthcare District, and Cambria Cemetery District.

ABOUT CAMBRIA

The town of Cambria, California, is located halfway between San Francisco and Los Angeles on the Central Coast of California, approximately four miles south of Hearst Castle and fifteen miles north of Morro Bay. Cambria is considered one of the most desirable places to live in California. Within thirty minutes of San Luis Obispo and Paso Robles, Cambria offers a quality of life with unlimited outdoor amenities, rugged coastlines, rolling hills, clean air, and a Mediterranean climate. Cambria offers excellent schools and a work environment that fosters teamwork, collaborative thinking, and a sense of community.

DEFINITION

Under the direction of the General Manager, the Administrative Department Manager plans, directs, manages, and oversees the activities and operations of the Administrative functions of the district, including but not limited to:

- Plans, coordinates, and organizes office and business activities and flow of communications and information for effective and efficient business operations; assists in the development and implementation of department projects, contracts, goals, objectives, services, and activities; assures proper and timely resolution of office, personnel and business issues, conflicts and discrepancies.
- Develops and implements efficient and effective financial policies, plans, and reporting systems to ensure the CCSD's long-term fiscal health.
- Lead activities within the Finance Department, including accounting and revenue management, budget development and implementation, internal and external audits, cost accounting programs, investment management, debt financing activities, banking services, revenue forecasting, and customer service activities, utility billing, accounts payable, accounts receivable, payroll, benefits administration, cash receipts, and purchasing.
- Use the CCSD's information technology resources to improve customer services and staff productivity while striving for continuous improvement using current technology.
- Plans, supervises, and reviews the work of administrative technician staff;
- Performs complex and difficult fiscal analyses.
- Coordinates assigned activities with other departments and outside agencies.
- Provides quality service to all internal and external Finance Department customers.
- Works collaboratively with Department Managers to provide fiscal guidance for projects and budget development.
- Manage and participate in developing and implementing goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Provide support to the General Manager.
- Conduct various organizational studies, investigations, and operational studies; recommend appropriate modifications to administrative services division programs, policies, and procedures.
- Performs related work as assigned.

This is an exempt management position.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Oversees the preparation of annual and periodic financial reports in accordance with generally accepted accounting principles and standards for the General Manager and Board of Directors
- Contributes to the overall quality of the department's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and CCSD needs.
- Plans, organizes, administers, reviews, and evaluates the work of professional, technical, and finance support staff; provides training and policy guidance and interpretation to staff.
- Ensures that staff provides a high degree of service to internal and external customers, supporting achieving the department's and CCSD's objectives and values.
- Performs responsible accounting, financial, payroll, and/or budgetary document processing, document review, and program support work.
- Prepares or directs the preparation and reconciliation of journals, ledgers, and other accounting records.
- Prepares or directs the preparation of records and reports for submission to various regulatory and other governmental agencies.

- Prepares and maintains various reports regarding expenditures and revenues for departmental or CCSD-wide programs; prepares periodic and special reports regarding program operating costs and revenues.
- Manages cost accounting programs, including the preparation of cost allocation plans, preparation of cost-of-service studies, including assessments, and the design and implementation of fee programs.
- Supervises the District's purchasing program.
- Evaluate the District's administrative procedures and programs, recommend changes, and implement improvements.
- Analyzes, forecasts, formulates, and administers all CCSD revenue sources, including assessments, to prepare the revenue section of the annual CCSD operating budgets.
- Manages the CCSD's investment portfolio; ensures that investments meet the CCSD's policy guidelines and that adequate cash is available to meet obligations; prepares periodic reports regarding investments.
- Develops, monitors, and implements policies and procedures regarding revenue management and customer service activities; responds to and resolves citizen inquiries and complaints.
- Provides departmental and operational staff training regarding the CCSD's financial reporting policies, procedures, and reporting capabilities.
- Establishes and maintains internal control procedures and ensures that accounting standards are met.
- Prepares and directs the preparation of written correspondence, reports, procedures, resolutions, and other materials.
- Monitors change in laws, regulations, and technology that may affect departmental operations; implements policy and procedural changes after approval.
- Monitors work to ensure that funds and staff time are used effectively and efficiently; analyzes workflow assignments, priorities, and staffing levels and adjusts when required.
- Oversees preparation of the CCSD's Comprehensive Annual Financial Report (CAFR); prepares resolution amending the CCSD's Annual Appropriation as required.
- Coordinates the preparation of the annual financial statements and manages the year-end financial audit program.
- Conducts complex research on a variety of matters as directed by the General Manager

KNOWLEDGE, SKILLS, AND ABILITIES

- Principles and practices of public agency or private sector financial management, including general, fund, cost, and governmental accounting, auditing, and financial control functions.
- Principles and practices of the public agency or private section budget development with a willingness to learn public agency processes.
- Administer sound financial management policies and procedures.
- Information technology hardware and software, particularly as related to financial and administrative functions.
- Principles and techniques of managing investments.
- Principles and practices of employee supervision, work planning, assignment, review and evaluation, training, and staff motivation.
- Basic public administration policies and procedures.
- Applicable federal, state, and local laws, codes, regulations, and standard accounting practices regarding public agency accounting operations, including those related to investments, purchasing, utility billing, and financial record keeping and reporting.
- Standard office practices and procedures, including the use of standard office equipment.

- Techniques for effectively representing the CCSD in contact with governmental agencies, community groups, and various business, professional, regulatory, and legislative organizations.
- Planning, organizing, administering, coordinating, reviewing, evaluating, and participating in a comprehensive public agency financial management program.
- Maintaining accurate financial records and preparing clear and accurate reports for informational, auditing, and operational use.
- Presenting complex information orally and in writing in an easy-to-understand way for employees, community groups, and decision-makers.
- Managing complex projects on time and within budget.
- Interpreting, applying, and explaining complex laws, codes, regulations, and ordinances.
- Using tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

PROFESSIONAL EXPERIENCE AND REQUIRED QUALIFICATIONS

- Successful candidates will have a bachelor's degree in accounting, finance business administration, or a closely related field.
- At least five years of professional finance experience, including three years at an administrative, supervisory, or management level, preferably in a governmental or public agency setting.
- A Master's degree in a related field and/or certification as a Certified Public Accountant in the State of California is highly desirable.
- Must possess a valid California class C driver's license and maintain a satisfactory driving record.