

Assistant Director – Chief Financial Officer
Utilities - Resource Management & Customer Services (RMCS)
Salary: \$7,803 - \$10,772/Monthly

Interested employees should apply on-line at www.bellevuewa.gov. This recruitment will be open until filled with a first review of applications for consideration occurring February 13, 2012.

Summary

The City of Bellevue Utilities Department is currently accepting applications for an Assistant Director/CFO for our Resource Management & Customer Service Division (RMCS).

The Assistant Director for RMCS directs major functional areas including (financial services, financial forecasting and monitoring, budget development and rates setting), customer service, utility billing, accounting technology, systems management, communications and community conservation and outreach programs for the water, sewer, storm and surface water, and solid waste.

The position performs highly responsible administrative and complex technical work, assisting the Director and Deputy Director of Utilities in the management of the department. The Assistant Director also provides direction and leadership to the RMCS Division staff.

Essential Duties and Responsibilities

The Assistant Director serves as the Utilities Department's Chief Financial Officer for the Water, Wastewater, and Stormwater Utilities and oversees the Solid Waste Contract.

The position identifies and recommends policy options for City management and Council; develops programs to implement policies, and directs development of short and long range plans.

The Assistant Director provides leadership and direction for 29 staff members and creates a positive work environment.

This position presents material to City Council, City Manager, and Environmental Services Commission.

The Assistant Director works with the Director and Deputy Director to develop department policies by identifying regional and local policy needs; identifying/recommending policy options for City management and Council; develops programs/procedures to implement policies.

This position provides administrative support to the Director and Deputy Director of Utilities in any and all phases of the Utilities Department management including maintaining and promulgating department rules and policies in accordance with City policy.

The Assistant Director develops interdepartmental and/or partnerships with outside stakeholders; acts in a liaison capacity with other governmental agencies on environmental matters and conducts public relation activities.

The Assistant Director monitors performance of work programs and projects and allocates necessary resources.

This position supervises staff in the areas of training, mentoring, teamwork, hiring and labor relations.

This position provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports and recommendations; coordinates department activities with other departments, community organizations, advisory boards and citizens.

The Assistant Director allocates, directs, motivates and evaluates department personnel to help (1) achieve their individual goals; (2) collectively achieve the department's mission; and (3) lead employees to growth and accountability for their actions.

The Assistant Director recruits and retains qualified personnel consistent with applicable laws, regulations and procedures.

This position establishes and maintains a working environmental conducive to positive morale, individual style, quality, creativity, and teamwork.

This position prepares realistic and fiscally sound annual and special budgets to enable the department to achieve its objectives; ensures that program or division functions within budget appropriations. Responsibilities include financial forecasting, budget monitoring, rate studies and rate setting.

The Assistant Director presents material to the City Council, City Manager, other officials, and official boards when required.

The Assistant Director reviews and obtains proper interpretations, where necessary, of the laws, rules and regulations affecting operation of a multi-faceted utilities system.

This position may serve as Acting Director in the absence of the Director and Deputy Director of Utilities.

Education & Experience

Graduation from an accredited four-year college or university with a degree in business or public administration or related field; MBA or MPA is preferred.

Five or more years of management level experience in program and personnel management, or any equivalent combination of education, experience and training providing the required knowledge, skills, and abilities. Extensive experience in Financial Management required. Experience as a CFO or Budget Manager required.

Additional Qualification Criteria

Knowledge or understanding of:

- Financial management including rate setting and budgeting
- Problem analysis and problem resolution at both strategic and functional levels
- Developing effective teams and coordinating efforts of multiple complex functions; skills in customer service, marketing and public relations
- Budget and accounting principles, practices and procedures as applied in a large organization
- Principles, standard methods and practices of the operation and maintenance of water supply systems, reclaimed water supply systems, wastewater collection, transmission, treatment and reuse/disposal systems, and solid waste management
- Budget and accounting principles, practices and procedures as applied in large organizations

Skill and Ability to:

- Demonstrate success in a deadline driven environment
- Express oneself clearly and concisely, orally, and in writing
- Interpret current legislation, rules and regulations
- Plan, supervise and coordinate long range technical and administrative programs
- Address civic organizations or other public or private groups on subjects relative to solid waste programs and projects
- Establish and maintain an effective working relationships with department employees, other City departments, community officials, citizens, State and Federal officials
- Prepare new rules and regulations
- Plan, assign, review, and supervise the work of direct reports
- Understand the City's political environment and sensitivities and function effectively within that environment
- Provide leadership, counsel, motivation and constructive performance review to staff, securing their respective commitments to the department's goals

Competencies and Requirements Identified by past RMCS Assistant Director:

- Ability to see big picture and anticipate future issues
- Understanding of utility operation s
- Financial management skills
- Listening and people skills
- Communication skills, at both policy and field level, adaptable to a variety of audiences, clear, concise, and able to think on your feet
- Approachable and friendly manner
- Sense of humor
- Politically astute
- Able to translate "engineering speak"

Working Conditions and Physical Requirements

- The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Work involves walking, talking, hearing, using hands to handle, feel or operate objects, tools or controls, and reaching with hands and arms. Vision abilities required by this job include close vision and the ability to adjust focus.
- The noise level in the work environment is usually moderately quiet while in the office or moderately loud when in the field.

Other

For further information about the job, please contact Mike Jackman at 425-452-6012. Questions regarding the online software application should be directed to the IT Help Desk at 425-452-2886.