



USUAL & CUSTOMARY JOB ANALYSIS/DESCRIPTION

JOB TITLE:	Finance Director
DEPARTMENT:	Finance
EMPLOYER:	Vallejo Sanitation and Flood Control District 450 Ryder Street, Vallejo, California 94590
DATE PREPARED:	1/15/2004
WORK SCHEDULE/HOURS:	9-80 work schedule, 4-5 days per week, 8-9 hours per shift.
EMPLOYEE:	
D/I:	
CLAIM NUMBER:	

Employer's Business: The employer, Vallejo Sanitation and Flood Control District, is a government agency responsible for the collection and treatment of wastewater from the sanitary sewer system and the protection from storm water.

Job Functions

Overview:

This is a management position. Under general direction of the District Manager, the Finance Direction performs administrative and management tasks associated with the financial information system, and risk management activities as it related to investments of the District. The Finance Director's principal duty is to design, develop, implement and manage District financing plans set forth by policy, ordinance and Board approval.

Essential Functions:

- The employee establishes and implements financial policy.
- The employee evaluates rates, including supervision of consultants for rate studies.
- The employee prepares the budget and long-term finance forecast.
- The employee issues long-term debt in the form of bonds or loans, or obtains grant funding if available.
- The employee, as Board appointment Treasurer, manages and reports on all cash and investment activities of the District.
- The employee assists with and reports on risk management as it related to District investments.
- The employee reviews complex contracts and suggests changes, if applicable, before submitting to legal.
- The employee reviews and evaluates actuarial analyses and makes recommendations for staffing levels.
- The employee assists the District Manager with cost analyses and recommendations for staffing levels.
- The employee directs staff through the complete accounting cycle from initial receipts and disbursements to year-end close and in-house preparation of the Comprehensive Annual Financial Report.
- The employee prepares year-end documentation schedules.

- The employee actively manages the accounting and records-keeping systems.
- The employee represents the District at board meetings on finance related matters.
- The employee utilizes a computer keyboard, mouse, and views a monitor to enter/retrieve information including e-mail correspondence, spreadsheets, research, investments, completing reports etc.
- The employee utilizes a writing utensil to complete notes during meetings and paperwork.
- The employee utilizes a telephone handset to make or retrieve phone calls, as needed. This includes utilizing the handset and when making calls pressing 7 to 10 buttons to make a call.
- The employee operates a district vehicle to travel to and from city hall, meetings etc. Includes ascending one step, maneuvering a steering wheel, pressing 2 foot pedals in conjunction with using a cushioned seat.

Marginal Functions:

- The employee utilizes a copier to make copies, as needed. This entails opening the copier door in an upward/downward motion (exertion <5 lbs.), placing the paperwork on the copier and pressing a button to activate the copier. Alternatively, the employee places a stack of papers on a document holder and presses a button to activate.
- The employee retrieves and sets paperwork/files in and out of file cabinet drawers.

The employee utilizes a fax machine, as needed. This includes setting individual papers in the fax machine, pressing 7 to 10 buttons to connect to the desired telephone numbers and pressing a button to activate the fax.

Minimum Qualifications

EDUCATION & EXPERIENCE

- Graduation from an accredited college with a degree in accounting, finance or related field.
- Five years of hands-on experience, preferably in public sector enterprise fund accounting.
- Direct experience with establishing and using data processing to perform accounting functions.
- CPA and/or Masters Degree desirable.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of current accounting practices and procedures.
- Knowledge of Governmental Accounting Standards Board (GASB), Financial Accounting Standards Board (FASB), and Generally Accepted Accounting Principles (GAAP) and how they related to a governmental entity.
- Ability to use the computer utilizing spreadsheets and word processing software.
- Ability to communicate effectively both orally and in writing.
- Knowledge and skills in the practice of modern human relations techniques. The ability to plan, organize, staff, direct, control and budget as required
- Analyze data, identify and resolve problems, and make sound, independent decisions within established guidelines.
- Meet schedules and timelines.
- Prepare and maintain clear, concise, and accurate documents, reports, records and files.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Must be able to communicate with irate or difficult people
- Must be able to accept constructive criticism for management, co-workers, and subordinate employees.
- Knowledge of correct Business English, including spelling, grammar and punctuation.
- Knowledge of techniques for dealing with the public, in person and over the phone.
- Skill in interpreting, explaining, and applying principles and practices of general and proprietary fund accounting related to the work.

LICENSE(S)

- Must possess a valid Class C driver's license at the time of employment. The ability to drive District vehicles is a specific requirement for this position. For that reason, it is the employee's responsibility to maintain a driving record that is acceptable to the District's insurance carrier or be subject to dismissal.

Physical Demands

For the purpose of determining frequency of activity, this job analyst refers to an eight-hour workday.

STANDING	Frequency: Duration: Surfaces: Associated Tasks:	Less than ½ hour to 1 hour. Seconds to less than 15 minutes at a time. Carpet, tile. Communicating with customers at the front counter, utilizing office equipment, making presentations, communicating with coworkers.
WALKING	Frequency: Duration: Surfaces: Associated Tasks:	Less than ½ hour to 1 hour. Seconds to less than 5 minutes at a time. Carpet, tile. With in the building, to and from offices.
SITTING	Frequency: Duration: Surfaces: Associated Tasks:	7 to 7 ½ hours. Less than ½ hour to 1 hour at a time. Cushioned vehicle or office chair. Working at a desk station, utilizing computer, telephone, communicating with coworkers, office tasks, reading, writing.
KNEELING/ CROUCHING/ SQUATTING	Frequency: Duration: Surfaces: Associated Tasks:	Less than 2 times. Seconds at a time. Tile, carpet. Retrieving or setting paperwork/files on and off lower areas including shelves or drawers.
CRAWLING	Frequency: Duration: Surfaces: Associated Tasks:	Not a job requirement.
LAYING ON BACK/STOMACH	Frequency: Duration: Surfaces: Associated Tasks:	Not a job requirement.
CLIMBING/ BALANCING	Frequency: Duration: Surfaces: Associated Tasks:	0 to 2 times. Seconds at a time. Stair steps. Ascending plant stairs to assess a problem.

BENDING		
• Waist:	Frequency: Duration: Associated Tasks:	Alternated with squatting, employee preference.
• Head/Neck:	Frequency: Duration: Associated Tasks:	2 to 3 hours. Seconds at a time. Reading, writing, and aiding visually during normal body mechanics.
• Wrists:	Dominant Hand: Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 to 3 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. Seconds to less than 5 minutes at a time. Handling paperwork, office supplies, driving in conjunction with maneuvering a steering wheel and during normal body mechanics.

TWISTING/ROTATING		
• Waist:	Frequency: Duration: Associated Tasks:	Less than 5 minutes. Seconds at a time. Driving. The motion is center to the right back to center or center to the left back to center less than 10-degrees.
• Head/Neck:	Frequency: Duration: Associated Tasks:	Less than 1 hour. Seconds at a time. Driving a vehicle, aiding visually during normal body mechanics. The motion is from center to the right back to center or center to the left back to center up to 35-degrees.
• Wrists:	Dominant Hand: Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Not a job requirement.

UPPER EXTREMITY USE: Dominant Hand: [indicate LEFT or RIGHT]

REACHING		
<ul style="list-style-type: none"> • Primary Reach Zone: (elbows bent at waist level, hands in forward extension) 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 to 4 hours. Less than 1 hour. 0 2 to 3 ½ hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard and mouse to enter and retrieve data.
<ul style="list-style-type: none"> • Above Shoulder Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • Between Waist and Shoulder Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	3 to 4 hours. Less than 1 hour. Less than ½ hour. 2 to 3 hours. Seconds to less ½ hour at a time. Handling office supplies, paperwork, a telephone handset, driving in conjunction with maneuvering a steering wheel.
<ul style="list-style-type: none"> • Below Waist Level 	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Alternated with squatting.
PUSHING/ PULLING	Frequency Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	Less than 10 times. Less than 10 times. Alternated with dominant hand. Alternated with dominant hand. Seconds at a time. Opening or closing file cabinet drawers. Unilateral or bilateral hand use.

LIFTING/CARRYING		
<ul style="list-style-type: none"> • 0 to 10 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Writing utensil, paperwork, office supplies, and a telephone handset. 2 to 3 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. 0 to less than 50 feet. Ground to shoulder level. Utilizing a writing utensil, handling paperwork, files, handling office supplies, telephone handset.
<ul style="list-style-type: none"> • 11 to 25 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	File box. 0 to 1 time per month. 0 0 0 to 1 time per week. Less than 10'. Ground to waist level Retrieving and relocating a file box.
<ul style="list-style-type: none"> • 26 to 50 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	File box. 1 time every 6 months. 0 0 1 time every 6 months. 0 to less than 5 feet. Ground to waist level. Retrieving and relocating a file box.
<ul style="list-style-type: none"> • 51 to 75 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • 75 to 100 lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.
<ul style="list-style-type: none"> • 100+ lbs. 	Objects: Frequency Dominant: Non-Dominant: Bilateral: Distance: Height: Associated Tasks:	Not a job requirement.

HAND DEMANDS		
<ul style="list-style-type: none"> • Simple Grasping 	Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 to 3 hours. Less than 1 hour. Less than ½ hour. 1 to 2 hours. Seconds to less than 15 minutes at a time. Driving in conjunction with maneuvering a steering wheel, handling office supplies, paperwork, a telephone handset or radio.
<ul style="list-style-type: none"> • Power Grasping 	Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	0 to 1 time per month. 0 0 0 to 1 time per month. Seconds at a time. Retrieving and relocating a file box.
<ul style="list-style-type: none"> • Fine Manipulation 	Frequency: Dominant: Non-Dominant: Bilateral: Duration: Associated Tasks:	2 ½ to 4 ½ hours. 1 to 1 ½ hours. 0 2 to 3 ½ hours. Seconds to less than 15 minutes at a time. Utilizing a computer keyboard, pointing device, writing utensil, pressing telephone buttons to make outgoing calls.

SPECIAL ENVIRONMENT	<ul style="list-style-type: none"> • Indoors, office setting; climate controlled • Outdoors, all weather conditions, as needed.
----------------------------	---

MACHINES/TOOLS	<ul style="list-style-type: none"> • District vehicle • Mouse • Writing utensil • Fax machine • Computer keyboard • Copy machine • Monitor
-----------------------	---

Note: The following are not physical requirements of this job: crawling, laying on back/stomach, twisting wrist, reaching above shoulder level, power grasping.

EMPLOYER COMMENTS:	
This Job Analysis accurately represents the duties of a Finance Director to the best of my knowledge.	
EMPLOYER CONTACT NAME:	
EMPLOYER SIGNATURE:	DATE:

EMPLOYEE COMMENTS:	
This Job Analysis accurately represents the duties of a Finance Director to the best of my knowledge. I understand that I cannot add hours to the physical demands breakdown if the total would then be greater than the number of hours in an average workday.	
EMPLOYEE NAME:	
EMPLOYEE SIGNATURE:	DATE: