

## CITY OF BURBANK

### CHIEF FINANCIAL OFFICER

#### DEFINITION

Under general direction to plan, organize, and direct the financial activities of the municipal utility department; and to do related work as required.

#### ESSENTIAL FUNCTIONS

Plans and oversees access to capital markets and financial systems for the utility including financial analysis and planning, budgeting, rates, capital financing, energy risk management, debt management, cost control, accounting, financial and management reporting, auditing, information systems, warehousing and materials management, and fleet management; promotes and maintains effective financial management practices by providing financial support and advice to other divisions and establishing department policies; develops performance goals and action plans, provides oversight, counsel, and evaluation of subordinate managers; authorizes staffing, personnel actions, and organizational alignment and structure within the division; keeps abreast of the current issues and events which impact utilities; researches, develops, and advises top officials of the department and City on effective business policies and practices; provides direction and support to managers in the development and management of the budget, fiscal systems and reports, long and short term revenue forecasting, utility rate analysis and recommendations, cost of service analysis and findings, and fiscal monitoring; provides leadership and direction to work unit; drives on City business

#### MINIMUM QUALIFICATIONS

##### Employment Standards:

- Knowledge of – principles of strategic planning, business planning, financial management, accounting, budgeting, energy risk management, financing, information technology; basic principles of finance as applied to a utility and fleet management and materials management (warehouse operations).
- Ability to – provide leadership to management level employees; participate in and lead teams; analyze financial, technical, and administrative problems and develop effective solutions; prepare and present reports; communicate effectively, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education/Training:** Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to graduation from an accredited college with Bachelor's Degree with major course work in finance, accounting, economics, business administration, or related fields, and six years of administrative experience, including three years in the planning, direction, and coordination of a major division or section of a governmental business, or utility organization.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### SUPPLEMENTAL INFORMATION

None.