

**MAJOR FUNCTION**

This is a highly responsible senior management position responsible for providing leadership, direction and oversight of the Electric & Gas Utility Administrative Services Division. The incumbent is responsible for overseeing the work of supervisory and professional staff engaged in budgeting, financial management, accounting, analysis and reporting, general administrative and systems, operations activities, and inventory management for the Electric & Gas Utility. The incumbent serves on the Electric & Gas Utility management team and exercises considerable independent judgement, discretion, initiative and independence in carrying out their responsibilities. Work is performed under the general direction of the General Manager-Electric & Gas Utility. Work is reviewed through reports, conferences, observation and results achieved.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Manages supervisory and professional staff in planning, organizing, implementing, executing, monitoring, and coordinating a comprehensive array of budgeting, accounting and administrative support services and functions for the Electric & Gas Utility. Directs preparation, implementation, monitoring and analysis of the Electric & Gas Utility's operating and capital budgets including the inventory accounts for the Utility Supply Center. Coordinates the procurement, p-card, travel and associated processes within the Utility. Coordinates the collection and submission of storm cost for reimbursement from the State of Florida and the Federal Emergency Management Agency. Responsible for the establishment and administration of safety programs and practices to promote a safe work environment. Responsible for ensuring the operational and administrative services are conducted within prudent utility practices, generally accepted accounting principles and consistent with the City's customer services standards. Serves as the liaison to the City Treasurer Clerk for financing of capital programs or other bond-funded projects and for the development of the Annual Report to Bondholders. Serves as the liaison to the City Auditor for the internal and external auditors by providing access to financial information and supporting documentation, as applicable, and ensures the completion and submission of responses to audit findings. Represents the Electric & Gas Utility before rating agencies and other financial entities. Collects and analyzes pertinent information for rate studies and coordinates retail rate study work with Resource Management. Facilitates the preparation of financial statements for generally accepted accounting principles (GAAP) and ratemaking reporting purposes. Works with affected areas, as necessary, to implement corrective actions. Conducts and/or oversees departmental financial and process reviews, summarizes and communicates results, and participates in monitoring of informal action plans. Provides oversight, direction, and review for the operations and materials management at the Utility Supply Center. Coordinates the review, drafting, execution and administration of dark fiber and joint use agreements to ensure revenue recovery. Researches, develops and implements financial systems, processes and procedures to meet changing needs of the Electric & Gas Utility and meet the City's financial and budgetary management requirements. Attests to the integrity of the department's financial information by reviewing staff reports and analysis to ascertain the reasonableness of assumptions, facts, conclusions and recommendations therein. Reviews and assesses for viability the department's system of internal controls related to policy, process and procedure for all administrative, purchasing, procurement and budgetary activities and develops, installs and maintains improved procedures, methods and systems. Directs and participates in studies, surveys, projects and collects information on difficult operational and administrative problems having broad impact and importance; analyzes findings and makes reports and recommendations for practical solutions. Participates in the development of the long-term Electric & Gas Utility strategic plan and the annual operational plans to support the strategic plan. Directs personnel activities within the division including the hiring, transfer, promotion, grievance resolution, discipline and dismissal of employees. Develops goals and

objectives for division staff, conducts performance evaluations and recommends approval or denial of merit increases. Serves as senior management sponsor and lead for strategic improvement teams. Participates in leadership development training for new supervisors and Tallahassee Future Leadership Academy (TFLA) by providing training and mentoring. Member of various committees and serves as one of two senior management sponsors of the Electric & Gas Utility Materials Management Committee. Performs related work as required.

#### Other Important Duties

Ensures team building, development, training, coaching and mentoring of supervised staff. Coordinates agenda items for City Manager or City Commission approval. May serve as General Manager, Electric & Gas Utility. Performs related work as required.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge, Abilities and Skills

Thorough knowledge of administrative management procedures and techniques. Thorough knowledge of generally accepted accounting principles, including governmental and proprietary accounting and budgeting. Thorough knowledge of FERC Accounting requirements. Thorough knowledge of organization, functions, and financial problems of utilities and municipal government. Thorough knowledge of the required federal, state, and local laws concerning financial accounting, reporting and auditing. Thorough knowledge of the audit process. Thorough knowledge of various financial and statistical analysis techniques. Considerable knowledge of modern office practices and procedures. Considerable Knowledge of modern inventory practices. Knowledge of FEMA cost recovery rules and regulations. Knowledge of the principles and practices of electric and gas rate making and cost recovery. Knowledgeable in techniques used in contract negotiations and management for materials and services. Ability to manage multiple high priority complex issues simultaneously, potentially for long periods of time. Ability to work under significant pressure and demands while maintaining a professional demeanor. Ability to handle highly complex and controversial issues with tact and diplomacy. Ability to work across Division lines, often seeking input and support from other areas of the organization. Ability to apply sound business practices and corporate guidelines to make decisions based on available information with little or no direct supervision. Ability to plan, direct, supervise, coordinate, organize, and execute accounting services and functions. Ability to assign and review the work of subordinates and provide proper instruction in a manner conducive to improve performance. Ability to communicate effectively both orally and in writing with a wide range of audiences including internal staff, other City Departments, public, customers, regulatory agencies and the media. Skill in the use of microcomputers and associated programs and applications as are necessary for successful job performance.

#### Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, or a related field and six years of professional or administrative experience in governmental budgeting, accounting or finance; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity. A current license as a Certified Public Accountant may substitute for one (1) year of the non-supervisory work experience.

#### Necessary Special Requirements

Must possess a valid State Class E State driver's license at the time of appointment.

An incumbent in this job classification is considered essential staff during emergency situations and is required to be available to work extended hours, including being required to remain at the work locations away from their family overnight.

An incumbent in this job classification is required to file a financial disclosure statement with the Supervisor of Election in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they service in the covered position, and within 60 days of leaving the covered position.

Established: 01-10-18  
06-13-19