



**DATE** December 4, 2019 Item #9  
**TO** GCTD Board of Directors  
**FROM** Debbie Williams *DW*  
Director of Human Resources  
**SUBJECT** **Consider Approval of Revised Job Description for Director of Finance**

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## **SUMMARY**

This agency's growth over the past few years and the addition of a new modern facility requires the agency's infrastructure to evolve in order to keep up. This includes not only personnel, facilities, equipment and vehicles but the management structure as well.

GCTD has been informed by our incumbent Director of Finance and Administration of his intent to retire from GCTD. As staff prepares to advertise and fill a critical director position, this is an appropriate time to review and restructure the position description. The orientation for this position as it has evolved and going forward will be more oriented to the operations and activities of the Finance, Budgeting, Accounting, Auditing, Forecasting, Purchasing, Payroll, Asset Management, Financial Grants Management, Contracts, and all other financial functions of the organization in a manner that supports the Gold Coast Transit District's vision, mission and priorities.

## **BACKGROUND**

The Director of Finance and Administration position was last updated by GCTD on December 4, 2013. As Gold Coast Transit District has grown larger and the requirements associated with running a transit agency in California have expanded, the responsibilities associated with serving as GCTD's Chief Financial Officer have become more complex.

The responsibilities of the Director of Finance position discussed in this proposed change are included in the attached draft Job Description. This position description replaces the existing Director of Finance and Administration position description. The salary range of the position will not change and this will not increase GCTD's headcount.

Exhibit "A" to this report is a mark-up version showing the changes made to the previously approved Director of Finance and Administration position description, and

### **GOLD COAST TRANSIT DISTRICT**

December 4, 2019

Consider Approval of Revised Position Description for Director of Finance

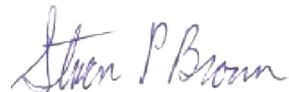
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Exhibit "B" to this report is a clean version of the proposed new Director of Finance position description.

## **RECOMMENDATION**

**IT IS RECOMMENDED that the Board of Directors approve the revised position description for Director of Finance.**

## **GENERAL MANAGER'S CONCURRENCE**

A handwritten signature in blue ink that reads "Steven P. Brown". The signature is written in a cursive style with a horizontal line underneath it.

Steven P. Brown  
General Manager

## Attachment "A"

### GOLD COAST TRANSIT JOB DESCRIPTION

**CLASSIFICATION TITLE:** Director of Finance ~~and Administration~~

**NON-REPRESENTED:** Management

**OVERTIME STATUS:** Exempt

**REPORTING STATUS:** General Manager

**SUPERVISES:** ~~Purchasing Manager/DBE Officer; Accounting Manager, Information Technology Specialist, Risk Manager (dotted line), others as assigned~~  
Accounting Manager  
Finance Manager  
Procurement Manager  
IT Manager

**DATE AUTHORIZED:** 1973      **REVISED:** December, 2019  
December, 2013  
November, 2001

#### JOB SUMMARY

~~This single position class is distinguished with responsibility for planning, organizing, and directing Finance and Accounting, Procurement, Information Technology and other business management and administrative support functions, and serve as GCT's Chief Financial Officer. The position also serves as a member of GCT's management team. The Director of Finance and Administration fulfills the Director of Administrative Services responsibilities noted in GCT's Joint Powers Agreement.~~

The Director of Finance is responsible for the operations and activities of the Finance, Budgeting, Accounting, Auditing, Forecasting, Purchasing, Payroll, Asset Management, Financial Grants Management, Contracts, and all other financial functions of the organization in a manner that supports the Gold Coast Transit District's vision, mission and priorities. The position has regular contact with state and federal agencies, local governments, and other stakeholders, and must coordinate work with various departments as it relates to accounting, budgeting and all fiscal functions.

The position serves as a member of GCTD's management team.

**ESSENTIAL FUNCTIONS**

Under general administrative direction of the General Manager, the Director of Finance plans, organizes, supervises, and directs activities as assigned by managing efficient operation of an area-wide bus transportation system and performs other work as required.

The Director of Finance ~~and Administration~~ has responsibility to responsibilities may include:

- Assures financial policies, procedures and internal controls conform to Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) requirements.
- Ensure financial compliance with CA Transportation Development Act (TDA) & Federal Transit Administration (FTA)
- Plan, organize and manage the business-financial and fiscal affairs of the agency; prepare budgets, financial reports and internal audits; ~~oversee~~ supervise accounting activities; monitor agency expenditures; sign orders, certificates and warrants; ~~manage banking and~~ coordinate investments and serve as custodian of agency funds; coordinate and provide support to ~~internal and~~ external audits; prepare financial reports to the Board of Directors.
- ~~Plan for financial and non-financial resources required for the organization to achieve its goals and objectives~~
- ~~Oversee GCT fiscal and accounting operations, including general accounting, payroll and benefits, accounts payable and accounting procedures~~
- ~~Provides comprehensive financial information, analysis and advise to optimize use of the organization's financial resources. Prepares budgets, analyzes financial activities and performance against budget, makes adjustments and takes action as needed.~~
- ~~Implement and maintain strong internal controls to provide reasonable assurance of effective and appropriate resource use, accurate financial information, adherence to contractual obligations and agreements, policies, procedures, and external regulatory requirements.~~
- ~~Oversee GCTD procurement activities, including review of requisitions, specifications and scope of work; procurement method, issuance of procurement documents, selection of vendors, contract administration, GCT's DBE Program, and conformance with GCT, State and Federal procurement regulations.~~
- Plan, organize and ~~oversee~~ coordinate information ~~technology requirements services~~; determine information technology service short and long-term needs, evaluate available software; ~~coordinate hardware purchase and maintenance.~~

- ~~Work in coordination with~~ In conjunction with the Director of Planning ~~and Marketing to develop service, capital and grant plans and integrate them into GCT's budget planning process prepare state and federal grant applications and is responsible for their proper administration;~~
- ~~Work in coordination with the Director of Human Resources to develop labor relations and compensation plans and integrate them into GCT's budget planning process; serve as member of the negotiating team for the labor contract.~~
- ~~Oversee GCT's insurance program to assure that the agency manages its fiscal risk exposure in a prudent and cost effective manner.~~
- Develop financial and other administrative policies; serve as a member of the management team in review and improvement of administrative, service and support operations.
- Ensure preparation of the annual operating and capital budget;
- Appoint, assign, supervise and recommend dismissal of department employees, subject to personnel rules adopted by the Board;
- Advise the General Manager as to all matters pertaining to GCTD's financial and assigned functions;
- Prepare a variety of reports and correspondence; and
- Supervise the keeping of appropriate records.
- Excellent leadership and strong emotional intelligence to encourage staff at all levels of the organization toward continual improvement.
- Ensure best practices and optimal use of technology in all areas of the agency

## OTHER JOB FUNCTIONS

May be assigned additional managerial and administrative responsibilities; ~~may be designated to act as General Manager in the absence of the General Manager.~~

## MINIMUM QUALIFICATIONS

~~Desire any combination equivalent to graduation from a college or university and six years of progressively responsible management or administrative experience, at least three years of which shall have been directly responsible for governmental finance and/or business management. A Bachelor's degree is required, preferably in public administration, business administration or a related field. A Master's degree and/or a CPA certification shall be considered desirable.~~

A four-year college degree in accounting, finance, or related field is required. A graduate degree or Masters shall be considered especially desirable.

Desire eight years of progressively responsible financial management experience, at least four years of which shall have been directly or indirectly in public transit.

Licensing as a Certified Public Accountant (CPA) is desired.

and

Knowledge of:

- ~~• Laws, regulations and practices of governmental fiscal management~~
- ~~• Principles and practices of governmental accounting as related to the preparation of budgets, financial statements and fiscal/administrative documents~~
- ~~• Policies, regulations and practices of the conduct of internal and external audits, accounting and investment of public funds.~~
- ~~• Proposal development techniques.~~
- ~~• Principles and practices of government procurement, especially FTA procurement regulations~~
- ~~• Principles and practices of implementing and managing information technology systems, as related to fiscal, business and transit operations~~
- ~~• Governmental accounting as related to the preparation of budgets, financial statements and fiscal/administrative documents~~
  
- Modern business administration, including strong leadership skills, , accounting, finance, purchasing, stock control, and insurance;
- Methods and practices used in administrative investigation, problem resolution and reporting;
- Proposal and procurement techniques;
- Principles and practices of supervision and employee counseling; and
- Policies, regulations and practices of the conduct of internal and external audits, accounting and investment of public funds.
- CA Transportation Development Act & Federal Transit Administration rules
- Experience within the Microsoft environment and business systems such as Word, Excel, PowerPoint, and Outlook.

and

Ability to:

- Plan, organize and manage the fiscal and financial affairs of a local, public sector transit system, prepare budgets, ~~grant proposals, bid specifications,~~ financial statements and complex administrative reports and grant proposals.
- Understand, interpret and ~~explain- apply~~ laws, regulations, ~~and policies governing program operations-,~~ procedures, contracts, and budgets
- ~~• Develop and implement operating procedures.~~
- Identify and analyze administrative problems and implement procedures.

- ~~• Make decisions and independent judgements.~~
- ~~• Determine the appropriate course of action.~~
- ~~• Understand program objectives in relation to department goals and objectives.~~
- Analyze a wide variety of data and prepare appropriate reports
- Analyze situations, identify problems, recommend solutions
- Prepare comprehensive reports and correspondence
- Exercise judgment and creativity in making decisions
- Supervise the work of employees
- Establish and maintain effective relationships with others
- Work effectively with other agency staff
- Deal fairly and communicate effectively with people of diverse socio-economic backgrounds and cultures
- Read, write, speak, and understand English
- Ability to work with General Counsel and other consultants, as required

### LICENSES AND OTHER REQUIREMENTS:

Ability to obtain and maintain a ~~valid~~ California driver's license.

### WORKING CONDITIONS:

#### Environment

- Office environment
- Driving a vehicle to conduct work

#### Physical Abilities:

- Speaking to make presentations.
- Sitting for extended periods of time.
- ~~• Dexterity of hands and fingers to operate office equipment.~~
- Ability to operate office equipment
- Some tasks may involve the ability to exert very moderate physical efforts, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials (20-25 pounds)

## Attachment "B"



### JOB DESCRIPTION

<b>CLASSIFICATION TITLE:</b>	Director of Finance
<b>NON-REPRESENTED:</b>	Management
<b>OVERTIME STATUS:</b>	Exempt
<b>REPORTING STATUS:</b>	General Manager
<b>SUPERVISES</b>	Accounting Manager Finance Manager Procurement Manager IT Manager
<b>DATE AUTHORIZED:</b>	December 2013
<b>DATE LAST REVISED:</b>	December 2019

### JOB SUMMARY

The Director of Finance is responsible for the operations and activities of the Finance, Budgeting, Accounting, Auditing, Forecasting, Purchasing, Payroll, Asset Management, Financial Grants Management, Contracts, and all other financial functions of the organization in a manner that supports the Gold Coast Transit District's vision, mission and priorities. The position has regular contact with state and federal agencies, local governments, and other stakeholders, and must coordinate work with various departments as it relates to accounting, budgeting and all fiscal functions.

The position serves as a member of GCTD's management team.

### ESSENTIAL FUNCTIONS

Under general administrative direction of the General Manager, the Director of Finance plans, organizes, supervises, and directs activities as assigned by managing efficient operation of an area-wide bus transportation system and performs other work as required.

The Director of Finance responsibilities may include:

- Assures financial policies, procedures and internal controls conform to Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) requirements.
- Ensure financial compliance with CA Transportation Development Act (TDA) & Federal Transit Administration (FTA)

- Plan, organize and manage the financial and fiscal affairs of the agency; prepare budgets, financial reports and internal audits; supervise accounting activities; monitor agency expenditures; sign orders, certificates and warrants; coordinate investments and serve as custodian of agency funds; coordinate and provide support to external audits; prepare financial reports to the Board of Directors.
- Develop financial and other administrative policy; serve as a member of the management team in review and improvement of administrative, service and support operations.
- Ensure preparation of the annual operating and capital budget;
- Appoint, assign, supervise and recommend dismissal of department employees, subject to personnel rules adopted by the Board;
- Advise the General Manager as to all matters pertaining to GCTD's financial and assigned functions;
- In conjunction with the Director of Planning prepare state and federal grant applications and is responsible for their proper administration;
- Prepare a variety of reports and correspondence; and
- Supervise the keeping of appropriate records.
- Excellent leadership and strong emotional intelligence to encourage staff at all levels of the organization toward continual improvement.
- Plan, organize and coordinate information services; determine information service short and long-term needs, evaluate available software;
- Ensure best practices and optimal use of technology in all areas of the agency

### **OTHER JOB FUNCTIONS**

May be assigned additional managerial and administrative responsibilities.

### **MINIMUM QUALIFICATIONS**

A four-year college degree in accounting, finance, or related field is required. A graduate degree or Masters shall be considered especially desirable.

Desire eight years of progressively responsible financial management experience, at least four years of which shall have been directly or indirectly in public transit.

Licensing as a Certified Public Accountant (CPA) is desired.

Knowledge of:

- Modern business administration, including strong leadership skills, accounting, finance, purchasing, stock control, and insurance;
- Methods and practices used in administrative investigation, problem resolution and reporting;
- Proposal and procurement techniques;
- Principles and practices of supervision and employee counseling; and

- Policies, regulations and practices of the conduct of internal and external audits, accounting and investment of public funds.
- CA Transportation Development Act & Federal Transit Administration rules
- Experience within the Microsoft environment and business systems such as Word, Excel, PowerPoint, and Outlook.

Ability to:

- Plan, organize and manage the fiscal and financial affairs of a local, public sector transit system, prepare budgets, financial statements, complex administrative reports and grant proposals
- Identify and analyze administrative problems and implement procedures
- Understand, interpret, and apply laws, regulations, policies, procedures, contracts, and budgets
- Analyze a wide variety of data and prepare appropriate reports
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- Exercise judgment and creativity in making decisions
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- Read, write, speak, and understand English
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**LICENSES AND OTHER REQUIREMENTS:**

Ability to obtain and maintain a valid California driver's license.

**WORKING CONDITIONS:**

- Office Environment
- Driving a vehicle to conduct work

**Physical Abilities:**

- Speaking to make presentations
- Sitting for extended periods of time
- Ability to operate office equipment
- Some tasks may involve the ability to exert very moderate physical efforts, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials (20-25 pounds)