



Alameda Contra Costa Transit District Classification Specification

Chief Financial Officer

Exhibit- A

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
014	Exempt	Exec/Sr. Level Official/Manager	Unrepresented	Executive	6/10/2020	20-026

DEFINITION: Under policy direction, the Chief Financial Officer assists the General Manager in planning, developing, organizing, and directing the implementation of the District's financial services, functions and activities. The position provides highly complex and responsible financial direction for the District through multiple finance-related departments and/or administrative programs. This is an executive at-will position that reports directly to the General Manager.

This classification receives policy direction from the General Manager and Board of Directors. Incumbents in this position exercise general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision. This is a chief-level, department-head position responsible for the administration of the District's financial functions. The incumbent is accountable for developing and accomplishing the goals and objectives of the District's finance-related departments and furthering District goals and objectives within general policy guidelines.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Plans and implements the strategic direction for the department; establishes and oversees implementation of departmental policies, priorities, goals, and objectives; develops administrative policies, procedures, and work standards to ensure that the goals and objectives are met, and that programs provide mandated services in an effective, efficient, and economical manner.
- Provides direction, input and coordination among internal and external stakeholders; , works collaboratively and effectively with peers, staff, departments, boards and commissions, community organizations, and government agencies to maintain and improve the District's financial position
- Provides governance and leadership to assigned areas; plans and directs the selection, professional development, supervision, review, and evaluation of directors, managers, and employees; develops, mentors and guides staff in achieving goals and objectives; coaches and develops employees; provides constructive feedback on performance and behaviors; reviews and evaluates work; counsels and handles personnel actions as needed; works to strengthen the District through improving morale, team building and implementation of programs to develop and train employees.
- Participates in the development of the District's Strategic Plan; executes and implements financial areas of the District's Strategic Plan.
- Provides assistance, leadership, advice and counsel to the General Manager, Board of Directors, Executive Team in areas that have financial implications to the District.
- Ensures the District complies with all local, state and federal filing requirements; ensures compliance with District's policies and procedures.
- Oversees the preparation of the annual budget for the District; authorizes directly, or through staff, budget transfers, expenditures, and purchases; provides information regarding the District's financial condition and needs to the Board.
- Attends Board meetings and advises on issues, programs, and financial status; prepares and recommends long- and short-term plans for District service provision, capital improvements, and funding; and directs the development of specific proposals for action regarding current and future District needs.
- Oversees all District finances, financial planning and strategies, including but not limited to lines of credit, debt management, bonding, financing of projects and infrastructure, investment management, banking, cash management, assets and liabilities. →
- Represents the District in meetings with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Directs the conduct of studies, investigations, and analyses; and presents oral and written reports of findings, and recommendations to the General Manager.
- Works with outside agencies and policy makers to secure support programs and create partnerships; and chairs and serves as a member of inter-departmental and inter-agency committees.



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- Ensures adequate funding to meet ongoing and project commitments.
- Formulates policy recommendations for the Board of Directors, attends Board meetings, and presents reports to the Board.
- Consults and collaborates with, and makes presentations to District staff, union representatives, community groups, and members of the public on a wide variety of highly complex financial and transit issues.
- Provides technical direction to managerial, professional, and technical staff in carrying out assigned functions.
- May serve on behalf of the General Manager in his/her absence.
- Performs related duties, as required.

Knowledge of: Principles, policies, practices, and procedures regarding financial matters applicable to the transit industry and public principles and practices of policy development and implementation; administrative principles and practices, including the development of goals and objectives, program and work organization and evaluation and supervision of staff through subordinate managers/supervisors; principles and practices of budget preparation; principles and practices of employee supervision and evaluation; principles and practices of teambuilding and generation of positive employee morale; contract negotiation and contract management; employee relations and; management in a public setting.

Ability to: Effectively direct assigned programs; develop and monitor department goals for assigned programs and the department; provide for the hiring, professional development, supervision, work review and evaluation of staff; coordinate with other departments; develop goals, objectives, complex budgets, policies, procedures, and work standards; develop and implement recommendations in support of department and project goals; interpret and apply District and Board policies and procedures, as well as relevant state and federal regulations and laws affecting areas of assignment; organize, manage, implement, and maintain efficient and effective fiscal and budget programs to ensure the reliability and integrity of the District's financial standing; communicate articulately and extemporaneously both verbally and in writing to communicate ideas and concepts accurately, concisely, and in a compelling manner; develops; respond rapidly and strategically to the Board of Directors and executive management under time pressure, and in unanticipated events and emergencies; quickly learn and proficiently use current and newly developed software and databases as required by the demands of the job; use initiative, discretion, and sound independent judgment within general policy guidelines; establish and maintain effective working relationships with those contacted in the course of work using principles of excellent customer service.

Education: Equivalent to a Bachelor's degree from an accredited four-year college or university in Business administration, public administration, accounting, finance, economics, or related field.

Experience: Ten (10) years of verifiable and increasingly responsible experience in the development and administration of financial and/or budget programs that include five (5) years supervising fiscal service functions and managing subordinates.

License and Certification(s): None

Physical Requirements: (1) Must maintain the physical condition necessary to perform tasks in an office setting and operate computers, keyboards, and other peripheral equipment. (2) Must possess the mobility necessary to travel expeditiously within the AC Transit District to perform the duties of the job.

Special Environmental Conditions: None

Special Requirements: Must be able to work outside regular business hours as required by the demands of business, to meet deadlines, and to attend external meetings and events.



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Established Date: 10/27/1999 (Res. No 1118)

Revised Date: 10/4/2015 (Res. No 15-044 & 15-045)