



## Alameda Contra Costa Transit District Classification Specification

### Deputy Chief Financial Officer

Exhibit- C

Class Code	FLSA Status	EEO-CAT	Rep Status	Salary Grade	Effective Date	Resolution #
	Exempt	EEO1-Officials & Managers	Unrepresented	15	06/10/2020	20-026

**DEFINITION:** Under administrative direction performs highly responsible, professional finance work for the District; assists in planning, organizing, administering, coordinating, reviewing and evaluating the day-to-day operations of the Finance Department. This high-level classification reports directly to the Chief Finance Officer and serves as department head in the absence of the CFO. The incumbent assists the CFO in providing administrative oversight and policy direction to the various divisions and organizational units of the department. The class requires a high-level of administrative skill, knowledge, and ability, and demonstrated leadership. Incumbents exercise considerable initiative, judgment, discretion and the ability to make independent decisions within established policies and procedures set forth by the CFO, General Manager, Board of Directors, and federal, state and local regulations.

This class is distinguished from the CFO in that the latter has overall administrative management responsibility for all District fiscal functions, activities and staff. This is an unrepresented at-will classification.

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

- Assists with planning and implementing the strategic direction for the department; assists the CFO in establishing and implementing departmental goals, policies, priorities, procedures and processes; assists CFO in the execution of the District's Strategic Plan and related goals and objectives.
- Plans, organizes, administers, coordinates, reviews and evaluates and reports on day-to-day operations of the department through multiple levels of management and supervision.
- Coordinates standards for implementation and ongoing compliance with mandated federal and state legislative policies across divisions.
- Assists in providing 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 leadership to assigned areas; plans and directs the selection, professional development, supervision, review, and evaluation of executives, 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.
- Prioritizes and allocates available resources; evaluates program effectiveness as related to objectives and policy guidelines.
- Approves program funding requests; formulates budget guidelines and controls District activities within budgetary limits and policies; coordinates and directs the preparation and administration of complex budgets with the CFO, General Manager, and Board of Directors.
- Establishes appropriate service and staffing levels for assigned areas; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly.
- Working closely with legal counsel, human resources and other appropriate departments and agencies, mitigates and resolves complex and sensitive departmental issues relating to employer-employee relations, and legal compliance.
- Assists in identifying long- and short-range finance needs and resource requirements and developing policies and programs to assess and meet the District's needs.
- Coordinates assigned activities with other departments and outside agencies and organizations.
- Confers with and advises subordinates regarding administrative policies and procedures, financial problems and priorities.
- Negotiates and directs the administration of contracts for the provision of financial services.



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- Monitors changes in policy and regulations related to finance-related matters; evaluates their impact upon District activities and provides for the development and implementation of required policy and operational modifications.
- Exercises considerable discretionary judgment in determining financial, administrative and management strategies.
- May be required to temporarily replace or act in the position of the CFO and may be required to perform some or all of the CFO's essential functions in such situations.
- Performs related duties as required.

#### **MINIMUM QUALIFICATIONS**

**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 or a related field.

**Experience:** Nine (9) years of verifiable and increasingly responsible experience in the development and administration of financial and/or budget programs that include four (4) 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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Classification Specification**

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**Established Date: 6/10/20 (Res. No. 20-026)**

**Revision Date:**