

TRANSPORTATION/UTILITIES BUSINESS MANAGER

NATURE OF WORK

This is professional administrative and supervisory work with responsibility for the overall management of business office functions for the Transportation and Utilities Department.

Work involves responsibility for ensuring that the Transportation and Utilities Department has adequate funds through budgeting and customer billings for operations of the Department and ensuring the efficient and orderly performance of various phases of customer accounting procedures. The primary functions supervised are billing and collection of utility customer accounts; billing and collection of Transportation and Utilities projects and related accounts; and maintenance of fiscal records in the areas of cost accounting, payroll, and other related accounting functions. Work also includes the monitoring of municipal bond markets and research of public financing options, the development and installation of new and improved accounting procedures, and the training of personnel in work processes. Work is performed with considerable independence as to operating details under the general supervision of the Director of Transportation and Utilities Department. Supervision is exercised over a moderately large staff in the performance of a variety of inter-related functions in the Transportation and Utilities business office and management section of the Transportation and Utilities Department.

EXAMPLES OF WORK PERFORMED

Supervises employees involved in various stages of billing and collection activities such as processing bills and collections with appropriate equipment and the counter collection of utility revenues.

Supervises the collection of delinquent accounts, recommends appropriate action in the event of difficult or problem cases.

Prepares the annual budget in accordance with the strategic plan for the Transportation and Utilities business office and management section and supervises its execution; monitors expenditures of Transportation and Utilities Department.

Compiles information which shall be incorporated into varied monthly financial statements and reports.

Develops and implements the rate structure for water, sanitary sewer, and solid waste customers.

Prepares cash flow projections and spend-down schedules for Water, Wastewater, Solid Waste, Street Construction, and other funds as needed.

Develops long- and short-range plans for the business office.

Monitors municipal bond markets and other public financing options and consults with the Finance Department in making recommendations on the issuance of all municipal bonds; prepares the necessary documentation and supporting information concerning the issuance and surety of the bonds.

Prepares and maintains all financial reports for each division of Transportation and Utilities Department.

Participates in the overall direction and coordination of departmental functions, goals, and policies.

Performs related work as required.

DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS

Thorough knowledge of the policies and procedures of customer relations specifically with respect to billing, collecting, and processing customer service requests.

Considerable knowledge of the principles, practices, and methods of accounting.

Considerable knowledge of capital budget preparation and implementation, including cash flow projections.

Considerable knowledge of manual and data processing record maintenance procedures applicable to billing and collection activities.

Considerable knowledge of municipal bond markets, public financing options and long-term financial planning.

Ability to manage and supervise a large business office.

Ability to plan, layout, supervise, and review the work of subordinate accounting customer service and professional employees.

Ability to establish and maintain effective working relationships with supervisors, subordinate personnel, and utility customers.

MINIMUM QUALIFICATIONS

Graduation from an accredited four-year college or university with major coursework in business administration, accounting, finance or a related field; two years of experience in the supervision of billing and collection activities; two years of experience in the issuance of municipal bonds or other public financing documents or any equivalent combination of training and experience that provides the desirable knowledge, abilities, and skills.

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