

Austin Water

Assistant Director, Financial Services



CITY OF AUSTIN, TEXAS





UNIQUE OPPORTUNITY

The City of Austin is seeking a highly qualified individual to fill the Assistant Director of Financial Services position which will report to the Director of Austin Water.

The next Assistant Director of Financial Services will have several exciting challenges to address and areas of opportunity in which to excel. Among these is the need to administer all financial proceedings for Austin Water. The successful candidate will be instrumental in driving the department's capital programs for Financial Management, Budget and Accounting, and Supply Chain Management divisions.

ABOUT AUSTIN

This vibrant and dynamic city tops numerous lists for business, entertainment, and quality of life. One of the country's most popular, high-profile "green" and culturally dynamic cities, Austin was selected as the "Best City for the Next Decade" (Kiplinger, 2010), the "Top Creative Center" in the US (Entrepreneur.com, 2010), #1 on the Best Place to Live in the U.S. and #4 on the Best Places to Retire (U.S. News & World Report, 2019), and ranked in the top ten on Forbes list of America's Best Employers for 2017.

Austin is a beacon of sustainability, social equity, and economic opportunity; where diversity and creativity are celebrated, where community needs and values are recognized, where leadership comes from its community members, and where the necessities of life are affordable and accessible to all.

Austin continues to lead the country with its vision of being the "Most livable city in the country," emerging as a player on the international scene with such events as the Austin Marathon, Rodeo Austin, Austin Urban Music Festival, Blues on the Green, Austin Pride Festival, Austin Trail of Lights, SXSW, Austin City Limits, and Formula 1, and being home to companies such as Apple, Samsung, Dell, Oracle, IBM, and Ascension Seton Health. From the home of state government and institutions of higher education to the "Live Music Capital of the World" and its growth as a film center, Austin has gained worldwide attention as a hub for education, business, health, and sustainability. From founding through the year 2000, Austin's population roughly doubled every 20 years.

The City offers a wide range of events, from music concerts, food festivals, and sports competitions to museum displays, exhibits, and family fun. Austin is also home to a wonderful ballet, world-class museums, one-of-a-kind shopping, and beautiful outdoor spaces. You can just as easily spend your morning paddling the lake as you can strolling through a celebrated history museum.

Located at the edge of the Texas Hill Country -- rolling terrain of limestone bluffs, springs, rivers, and lakes -- Austin's climate is ideal for year-round jogging, cycling, hiking on the City's many trails or swimming at Barton Springs or one of the area's many other swimming holes. There are several excellent golf courses in the area, as well as opportunities for rowing, kayaking, canoeing, camping, rock climbing, disc golf, mountain biking, fishing, and more. Austin has something for everyone.



AUSTIN CITY GOVERNMENT

The City of Austin is a progressive, full-service municipal organization operating under the Council-Manager form of government. Austin’s mayor is elected from the city at large, and ten council members are elected from single-member districts. Terms of the mayor and council members are four years and terms are staggered so that a general election is held every two years with half the council being elected at each election. Term limits for the mayor and council members provide for two consecutive four-year terms. The City Council is responsible for the appointment of the City Manager who is the Chief Administrative and Executive Officer of the City, City Clerk, City Auditor, Municipal Court Judges, and the Municipal Court Clerk. To learn more about the dynamic City of Austin, visit austintexas.gov.

CITY OF AUSTIN STRATEGIC DIRECTION 2023

The City Council adopted six Strategic Outcomes and Indicators in 2018 as part of its Strategic Direction 2023 (SD23) to guide the City in improving quality of life and civic participation in the Austin Community over the next three to five years. The Assistant Director, Financial Services reports to the Austin Water Director, who reports to the City Manager. The Assistant Director, Financial Services, will be responsible for supporting department programs and initiatives as it relates to all six of the Strategic Outcomes in SD23. For more information, visit [Austin Strategic Direction 2023](#).

AUSTIN WATER

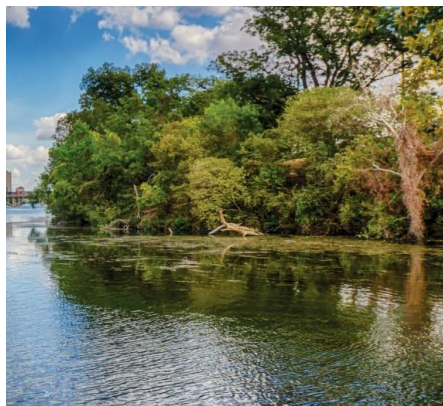
Austin Water provides safe, reliable, high quality, sustainable and affordable water services that have met the community’s needs for more than 100 years. Austin Water’s 1,200 employees serve more than one million people in the Austin metropolitan area, both retail and wholesale, across more than 548 square miles. The utility draws water from the Colorado River into three regional water treatment plants, Handcox, Davis, and Ullrich, which have a combined capacity of 335 million gallons per day.

Austin Water has two wastewater treatment plants, Walnut Creek and South Austin Regional, that can receive up to 150 million gallons per day of sewage to treat. Wastewater is cleaned into high quality effluent that is safely returned to the Colorado River to augment environmental flows. More than a billion gallons of this high quality effluent were reclaimed in Fiscal Year 2016-17 for outdoor irrigation, industrial cooling, manufacturing and other uses.

Austin Water’s award-winning Water Conservation Division successfully guided customers through a historic drought with public outreach and incentive programs for our customers.

The utility also manages 43,000 acres of wildlands that protects water quality and endangered species habitats.

Austin Water, in partnership with other City Departments and a citizen Task Force, has developed “Water Forward,” a 100 year plan to manage our water resources and meet our community needs for the next century.



THE POSITION

Under nominal direction of the Director of Austin Water, this position executes as the Chief Financial Officer for Austin Water and has the fiduciary responsibility for administering all financial operations and proceedings for Austin Water, including Financial Management, Budget and Accounting, and Supply Chain Management divisions.

DUTIES, FUNCTIONS AND RESPONSIBILITIES:

- Provides overall leadership and managerial oversight of financial functions, including financial planning, operating and capital budget development, revenue and financial forecasts, utility accounting, cost of service rates, debt and cash management, rate regulatory requirements, financial reporting, procurement, warehouse and inventory management, and fleet management.
- Develops and monitors the utility's operating and capital budgets and ensures action on any budget deviations or concerns.
- Develops and implements retail and wholesale water rates and fees, utilizing industry standard cost of service principles and methodologies for cost allocation and rate design, and submits appropriate rate filings with the Public Utility Commission of Texas.
- Develops monthly financial reports and communicates performance results for review by City Council, Commission, City management, Austin Water management, and stakeholders. Ensures all reporting requirements are completed in a timely manner.
- Implements and monitors policies and procedures to ensure financial transactions originating in Austin Water are completed in a timely manner and appropriately. Establishes and maintains internal controls, which provide assurance that City funds are safeguarded, handled appropriately, and are used efficiently.
- Ensures development and implementation of strategies and plans that meet customer needs, and continuously improves performance levels for Financial Management, Budget and Accounting, and Supply Chain Management business units.
- Represents Austin Water's interests in financial policy, budget, rates, debt management, customer service, and supply chain issues at meetings with governmental/regulatory agencies, City Council, boards and commissions, City management, rating agencies, and stakeholders.
- Advises the Director and other executives on financial, budget, supply chain, and ensures functions are operating effectively and with proper internal controls to achieve the strategic initiatives and goals.
- Monitors water industry trends in financial services and implements best practices.
- Assumes Austin Water Director duties and responsibilities in his/her absence.



QUALIFICATIONS

The following are the minimum qualifications required for the Assistant Director, Financial Services:

- **Education:** Graduation with a Bachelor's degree from an accredited college or university in Public or Business Administration, Accounting, Finance, or in a field related to the job.
- **Experience:** A minimum of eight (8) years of progressively increasing responsibilities relevant to the water utility industry, including six (6) years of experience in a managerial or executive capacity. Graduation with a Master's degree from an accredited college or university in the fields above may be substituted for two (2) years of the required non-supervisory experience.

IDEAL CANDIDATE

The ideal candidate should be knowledgeable managing utility and/or other governmental entity financial functions, including budgeting, accounting, accounts payable, procurement card program, forecasting, cost of service, rate development, debt management, and regulatory filings and reporting. The candidate should possess excellent interpersonal skills with a strong ability to establish relationships with City staff and the community. Prior supervisory experience in a large, robust city/organization is highly preferred. Advanced written and verbal communication skills are imperative for this position. The following core competencies are important for this role:

- **Planning Priorities** – Recognizes, plans, focuses upon, and works toward what is most important or critical.
- **Debt Management Experience** - Experience in debt management strategies including commercial paper interim financing, revenue bond issuance timing, Texas Water Development Board low-interest loan processes, official statement updates, long-term debt management strategies, debt defeasance planning, coordinating with City's Treasury Office and financial advisors, and developing and presenting to rating agencies.
- **Supply Chain Management Experience** - Experience in Supply Chain Management functions including procurement and contract management, inventory management and warehouse stores, and Fleet management, budgeting and procurement assistance.
- **Communicates Effectively** - Demonstrates the ability to convey and receive information and ideas in an open, clear, and articulate manner with respect to cultural differences and others' perspectives.
- **Exercises Leadership** - Uses appropriate judgement to handle critical, problematic, or a striking set of conditions with focus, ownership, and accountability.
- **Thinks Strategically** – Enables others to better understand and implement the vision and strategy, while being the aligned forward thinker, has the ability to formulate and communicate sound business strategy, and implement in a clear and concise manner.
- **Community Collaborator** - Has experience in presenting complex financial information strategies to public stakeholders, utility management, City Manager's Office, Boards and Commissions, and City Council.
- **Achieves Results** - Has the ability to achieve organizational goals and objectives.

IDEAL CANDIDATE (Continued)

- **Utility Rate Experience** - including cost of service allocation methodologies and modeling, customer class rate structures and design, development of Public Utility Commission rate filings and testimony, and working with City Legal and outside counsel on rate matters.



COMPENSATION AND BENEFITS

The salary is commensurate based on qualifications. The benefits package includes medical, dental and vision coverage, life insurance, compensated leave, short-term disability, and retirement benefits. The City is a member of the Proportionate Retirement Program. Optional benefits include supplemental life insurance, a 457 deferred compensation plan, long-term disability plan, and a legal plan. Visit austintexas.gov/departments/active-employee-benefits to learn more about the City's employee benefits.

Reasonable relocation benefits will be provided to the successful candidate.

APPLICATION AND SELECTION PROCEDURE

To ensure consideration, candidates should apply by **September 6, 2020**. To apply, candidates must submit an application, a comprehensive resume, and cover letter online. [Click here to be directed to the online posting](#). Interested candidates should apply early in the process for optimum consideration.

For more information on this position, candidates may contact:

Thomas Birdwell

Thomas.Birdwell@AustinTexas.gov

512-974-3551



Information submitted for consideration may be made available to the public in compliance with the Texas Open Records Act.

The City of Austin is committed to compliance with the American with Disabilities Act. Reasonable modifications and equal access to communications will be provided upon request. For assistance, please contact 512-974-3210 or Relay Texas 7-1-1.