

MAJOR FUNCTION

This is responsible administrative and technical work reviewing the scheduling and funding of capital projects and/or grants and preparing and administering the capital and operating budgets, as is applicable to the area to which individual positions are assigned. Work involves tracking capital and/or grant projects, analyzing status of projects and recommending project life span actions to eliminate delays, coordinating project status paths, and coordinating the department's related financial activities, record keeping and database management. The work is performed with considerable independent judgment under the general supervision of a higher-level administrator. Work is reviewed through conferences, analysis of reports, and results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Coordinates the development of applicable financial management strategies, including the operating and capital budgets, various grant projects and the Capital Improvement Program or Annual Action Plan, as is applicable to the area to which the position is assigned. Coordinates the preparation, submission and administration of operating, grant and capital budgets, monitors associated revenues and expenditures, processes pay requests and budget transfers and reviews change orders. Develops and enhances monitoring programs and computer databases to provide simple to complex business solutions and manage finances relevant to areas of responsibility. Monitors applicable capital and/or grant projects as to time and cash flow schedules. Reviews and evaluates projects that are delinquent regarding time or cash flow schedules with project manager or higher-level administrator, develops problem statement and recommends corrective actions. Investigates delays and recommends corrective action as many times as necessary during the life of delinquent projects. Coordinates and/or prepares meaningful and informative, interpretive project and financial reports and analyses for the possible restructuring and/ or reprogramming of grant and/or capital funds for the Capital Improvement Program and/or Annual Action Plan with recommendations to reprogram existing funding to expedite the restructured program. Classifies projects developed and approved during the current fiscal year for proper funding source. Maintains cost records showing current costs, availability of materials, and current cost analysis for estimates to be used in the development of the Capital Improvement and /or Action Plan budgets, as applicable. Coordinates Airport Minority Business Enterprise (MBE), Women Business Enterprise (WBE), Disadvantaged Business Enterprise (DBE), and Airport Concessions DBE (ACDBE) programs with consultants, contractors, City Staff, and others as necessary. Includes coordinating, monitoring, and reporting on providers of professional services, consultants, engineers, contractors, concessionaires, rental car companies, and others. Coordinates annual goal setting, periodic reporting, and monitoring of contractor and concessionaire reports for compliance with MBE, WBE, and DBE programs. Coordinates and provides project managers with information and project schedules from other departments and outside agencies that may impact the schedule of current or future projects. Conducts internal audits and presents combined reports, problem statements, plans of action and other analyses and reports to departmental administrators as needed to facilitate the assessment of project status. Prepares responses to audit findings, executive management requests and other City department project status requests. Coordinates special projects as assigned, including rate studies, and bond sales and cost allocation studies. May oversee the work of clerical or paraprofessional staff engaged in work related to the incumbent's essential duties and responsibilities. Performs related work as required.

Other Important Duties

Provides miscellaneous administrative support that includes, but is not limited to, travel request reviews, Commission agenda item review, monitoring MBE participation, etc. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of administrative management procedures and techniques. Knowledge of the organization, functions, and financial regulations, restrictions and problems of the area to which the position is assigned. Thorough knowledge of current management practices, organization theory and practices, governmental accounting, finance, budgeting and project management. Knowledge of computer technology. Ability to organize material and analyze a wide variety of facts and to develop appropriate recommendations to expedite capital and/or grant projects. Ability to prepare difficult and complex analytical, financial, statistical and administrative reports relating to applicable projects and problems related to those projects. Ability to communicate effectively, orally and in writing. Ability to resolve conflicts or issues with other city departments and external agencies or within the department in order to keep capital and/or grant projects moving toward completion and on schedule. Ability to establish and maintain effective working relationships with others as necessitated by the work. Ability to provide simple to complex business solution recommendations through the use HR database management systems. Skill in the use of microcomputers and associated programs, applications and databases necessary for successful job performance.

Minimum Training and Experience

Underground Utilities: Possession of a bachelor's degree in public or business administration, finance, accounting or in a related field and four years of professional experience involving quantitative financial analysis and application development and design using PeopleSoft (or a comparable HR database management system such as SAP) and supporting toolsets; or an equivalent combination of training and experience. Certified Management Accountant (CMA) or Certified Professional Accountant (CPA) credentials will substitute for one year of the required experience.

Economic Development And Community Services: Possession of a bachelor's degree in public or business administration, finance, accounting, or a related field and four years of professional, staff or administrative experience that includes financial and or project management; or an equivalent combination of training and experience. Certified Management Accountant (CMA) or Certified Professional Accountant (CPA) credentials will substitute for one year of the required experience.

Electric Utility: Possession of a bachelor's degree in accounting, finance, public or business administration, or a related field and four years of professional, staff or administrative experience involving financial and or project management and management of the related databases; or an equivalent combination of training and experience. Certified Management Accountant (CMA) or Certified Professional Accountant (CPA) credentials will substitute for one year of the required experience.

Airport/Fire/Technology and Innovation: Possession of a bachelor's degree in public or business administration, finance, accounting, or a related field and four years of professional, staff or administrative experience involving financial and or project management; or an equivalent combination of training and experience.

Necessary Special Requirement

For designated positions assigned to this class, applicants must possess a valid Class E State driver's license.

Airport: In accordance with 49 CFR Part 1542, employees must successfully complete a fingerprint-based criminal history records check and personal background check prior to employment.

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