

AN ORDINANCE ADOPTING A JOB DESCRIPTION FOR THE POSITION OF BUSINESS AND FINANCIAL COORDINATOR AND ESTABLISHING THE QUALIFICATIONS AND DUTIES FOR SAID POSITION.

WHEREAS, it has been recommended by the Human Resources Committee that a job description for the position of Business and Financial Coordinator be adopted.

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF
THE CITY OF AVON LAKE, STATE OF OHIO:

Section No. 1: That the specifications, responsibilities, and duties applicable to the position of Business and Financial Coordinator shall be as shown on the job description, a copy of which is attached hereto and made a part hereof.

Section No. 2: That it is found and determined that all formal actions of this Council concerning and relating to the adoption of this Ordinance were adopted in an open meeting of this Council and that all deliberations of this Council and any of its committees which resulted in such formal actions, were in meetings open to the public, in compliance with all legal requirements, including Section 121.22 of the Ohio Revised Code.

Section No. 3: That this Ordinance shall be in full force and effect from and after the earliest period allowed by law.

1st reading: 11/13/2023
2nd reading:
3rd reading:

PASSED: 11/27/2023

/s/ Martin E. O'Donnell

President of Council

POSTED: 12/01/2023

APPROVED: 11/28/2023

ATTEST: /s/ Valerie E. Rosmarin
Clerk of Council

/s/ Gregory J. Zilka
Mayor

Job Title: Business and Financial Coordinator

Organization: Avon Lake Regional Water

Immediate Supervisor: Chief of Utility Operations

Positions Supervised: 3

FLSA Status: Exempt

Bargaining Unit: N/A

GENERAL RESPONSIBILITIES:

Provide analysis, data, financial reports, and operations information independently developed and created for the following three categories: (1) business operations, (2) finance, and (3) customer service. Provide direct support to the Chief Utilities Executive (CUE) and Chief of Utility Operations (CUO), the Board of Municipal Utilities, and other stakeholders, as required. Must operate at extremely high levels of accuracy and competencies, with a high knowledge of content. Exercise direct supervision of personnel performing financial and customer service roles, as assigned. High-level organizational and planning skills are required. A commitment to quality in every aspect of the position is required.

GENERAL QUALIFICATIONS:

1. Educational experience: bachelor's degree, in accounting, business, or finance, with at least seven (7) years of related work experience.
2. Familiar with financial processes/analyses and reporting, government budgeting/finance, and business operations/stakeholder interface.
3. Highly proficient with standard software packages and applications, specialized software such as for accounting, internet research and technical reviews, and business computing.
4. Must be able to present to stakeholders both verbally and in written documentation at a credible level of knowledge and accuracy.
5. Must have ability to be bonded.
6. Must possess a valid driver's license with an acceptable driving record.

SPECIFIC DUTIES

Under the general direction of the CUE and CUO, shall independently perform a variety of technical tasks, along with additional recurring tasks including but not limited to:

Business Operations:

- Compose and/or prepare documents, spreadsheets, and other forms of information to assist in interacting with the Board, staff, customers, and other stakeholders.
- With input, lead Board of Municipal Utilities' duties such as creating agendas and packages, collecting background information, and preparing minutes.
- Evaluate data, analyze trends, prepare forecasts, and present results pertaining to revenues, operations, construction, debt service and other areas.

- Research and recommend various financing and money management options to provide best “return on investment” for customers.
- Prepare sensitivity analyses regarding customer, operational, and project changes to forecast impacts on revenues and expenses.
- Represent the organization at meetings as needed and as directed.
- Plan and schedule organization meetings; organize and maintain files and records; handle information requests; and perform routine office functions such as copying, scanning, and operating office equipment.
- Perform other duties, as needed.

Finance:

- Create and maintain "dashboards" to help track and manage budgets and other functions of the organization.
- Working independently, research and apply for project funding in the form of grants, loans, and/or bonds.
- Provide accounting duties to assure revenues and expenses are posted/tracked in an auditable manner.
- Monitor expenditures and perform various budgeting tasks.
- Model financial “what if” scenarios to help recommend best alternatives.
- Oversee financial duties at the CUE’s direction.
- Direct financial staff and/or supervise financial-related duties of staff, as assigned.
- Perform other duties, as needed.

Customer Service:

- Oversee and direct customer service staff as directed by the CUO.
- Ensure accurate accounting/auditing of customer accounts, including all accounts receivable and accounts payable processes.
- Oversee payroll processes and employee benefit tracking and provide hierarchical approvals as necessary.
- Perform other duties, as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs and requirements of the job change.

Before being hired, the successful applicant should possess:

1. Experience in an office setting, and excellent public relations skills or an equivalent combination of skills, training, and experience.
2. Familiarity with money management in a business, preferably in a government setting.
3. Ability to work closely and positively with all levels of stakeholders.
4. Ability to positively promote the organization and work in public-facing roles.
5. Ability to maintain confidential and sensitive information.
6. Ability to work with detailed, technical information.
7. Knowledge of general office, filing, and record keeping practices and procedures.
8. Knowledge of various word processing, spreadsheet, accounting, presentation, and similar software applications.
9. Ability to effectively communicate in written and verbal forms.
10. Ability to operate various forms of office equipment.

After performing the job, the successful applicant should also possess:

1. Knowledge of Avon Lake Regional Water operations and understand rules and regulations as published.
2. Knowledge of the budgeting, purchasing, and tracking processes.
3. Knowledge of the interrelations and necessary interactions between the City of Avon Lake and Avon Lake Regional Water.

The physical/mental demands described here are representative of the position to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Meet the physical and mental demands.
2. Work in office and similar areas and visit treatment plants and field locations as required.
3. Must hear and speak to communicate effectively in person and over the telephone. May have to interact with difficult stakeholders and respond appropriately.
4. Quickly answer staff and customer queries.
5. Work independently or in a team environment.
6. Prioritize workloads.
7. Always be mentally alert.
8. Act professionally and courteously.
9. Uphold a detail-oriented nature, with the desire to always improve the process and the outcome.
10. Work accurately and calmly under pressure and/or with repeated interruptions.
11. Make independent decisions.
12. Frequently required to talk or hear, stand, walk, use stairs, sit; use hands and fingers to handle or feel objects, tools, or controls; and reach.
13. The noise level in the work environment is usually low but sometimes may be high in the field and at the plants.
14. Specific vision abilities required by this job include close vision and the ability to adjust focus.
15. Work safely without presenting a direct threat to self or others.
16. Physically capable of operating vehicles (Avon Lake Regional Water owned or personal) safely.
17. Must be available for evening meetings, etc. as needed.