



Class Title: **DIRECTOR-ADMINISTRATION, FINANCE AND POLICY**
FLSA: Exempt
Salary Range See Current Salary Resolution
Last Amended: 09/18/2019

DEFINITION

Under administrative direction of the Executive Director, assumes responsibility for the day-to-day development and implementation of the fiscal activities involving budget, accounting, finance, programming and grant activities, administration and management of Napa Valley Transportation Authority (NVTA), including accounts payable, accounts receivable, cash management, payroll, and budget administration; prepares financial statements and reports; prepares revenue projections and cost estimates; prepares fiscal cost/benefit analyses; overall responsibility of programming of federal, state and regional transportation funds and securing funds for NVTA capital projects and operation functions; conducts complex analyses; prepares the Annual Report and the Overall Work Plan (OWP) for the agency; oversees facilities operations and asset management, including the day to day office administration, including oversight of communications, website, and social media functions; and performs other related duties.

The NVTA is a joint powers organization consisting of County of Napa, the cities of American Canyon, Napa, St. Helena, Calistoga, and the Town of Yountville who are jointly engaged in the coordination of transportation planning, programs and systems.

CLASS CHARACTERISTICS

Under administrative direction of the Executive Director, the Director-Administration, Finance and Policy, manages the fiscal and administrative activities of the NVTA and has responsibility for seeking, developing, applying for, and securing transportation funding resources; for preparing and submitting grant applications; for administering various grant funds; and for ensuring agency compliance with applicable funding requirements. The incumbent assists in the development of programming and project priorities and funding recommendations. The incumbent is responsible for facilities operations and asset management and adhering to standard state of good repair principles to ensure minimal disruption of work activities. The individual is responsible for overseeing communication systems including telephone, computer systems, website administration and design and social media functions. The work is both complex and specialized and involves implementing procedures, policies and regulations involving budget, accounting, finance, administration, communication systems and understanding of applicable regulations and laws. The manager must stay abreast of pertinent and disseminate regulatory and legislative activity as it impacts the operations of the agency. The manager must also be able to multi-task, meet deadlines and work deadlines and work independently and as part of a team, even under stressful situations.

SUPERVISION RECEIVED AND EXERCISED

Administrative direction is received from the NVTA Executive Director.

The incumbent may directly or indirectly supervise subordinate supervisory, professional, technical, or clerical employees.

ESSENTIAL FUNCTIONS

Duties may include, but are not limited to, the following:

Finance:

1. Manages the fiscal activities of the NVTA; directs and monitors the maintenance of the general ledger and related financial records; reviews and monitors accounts payable, accounts receivable, and payroll activities; estimates revenues and expenditures; monitors cash flow and prepares financial statements and status reports.
2. Reviews fiscal programs and methods and initiates changes as needed; develops and implements policies and procedures, internal financial controls, and various systems to improve operational efficiency and effectiveness, ensure organizational compliance with the Governmental Accounting Standards Board (GASB) statements and Generally Accepted Accounting Principles (GAAP), and to ensure audit success.
3. Develops strategic plans, goals and objectives related to NVTA fiscal growth and development; performs research and analysis leading to the development of new and improved fiscal strategies.
4. Performs complex strategic analyses and financial projections in order to develop long term financial plans, consistent with the agency's vision and strategic direction; develops well-defined asset replacement projections and ensures an appropriate connection between service planning and annual budgeting.
5. Ensures prompt reimbursement by funding agencies and prompt payment to vendors and contractors; provides managerial oversight of the payroll process as well as accounts payable, receivable, cash management, and related accounting activities; prepares end-of-year tax statements, including 1099's.
6. Develops and implements various systems and procedures to meet the fiscal goals, objectives, policies, and priorities of the agency, including budgeting, forecasting, and cash management systems.
7. Exercises fiscal control over assigned functions and work unit(s); analyzes past and projected revenues and expenditures; prepares and justifies operational budgets and budgetary proposals; monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
8. Coordinates and finalizes the preparation and approval of the agency's annual budget; allocates resources to accounts and sub-accounts; continually tracks budget status and maintains current budgetary records; monitors revenues and expenditures and authorizes account transfers and adjustments; investigates and

- analyzes budget-to-actual variances; works with other staff to implement corrections.
9. Coordinates and facilitates fiscal audit processes.
 10. Reviews and analyzes legislation and regulations and provides advice on potential fiscal impact, and adopts and amends procedures accordingly.
 11. Interprets and explains the fiscal objectives, policies and procedures of the NVTA to community organizations, governmental agencies, staff, and the public.
 12. Prepares and presents finance-related agenda reports, analyses and recommendations to the Executive Director and Board of Directors; researches issues as requested.
 13. Represents the NVTA and its member agencies on various financial matters and program issues as assigned; serves as a liaison to various county and city staff as well as state and federal agencies; represents the NVTA Board and Executive Director at federal, state, regional (e.g., MTC, ABAG, or BAAQMD), and local meetings and functions as assigned.
 14. Develops strategic goals and objectives related to the overall administration, finance, and grant functions of the agency.
 15. Prepares the Overall Work Plan.
 16. Prepares the Agency Annual Report, and in coordination with the Director of Planning, Projects, and Programs, prepares the biennial Measure T report.
 17. Coordinates with transit staff to prepare transit operational and financial reporting as needed.
 18. Prepares financial projections and analysis.
 19. Performs special studies and projects.
 20. Performs related duties as assigned.

Administration:

1. Manages financial planning and development activities; develops and implements federal, state, regional and local fund programming processes and documents in order to support the goals and objectives of the NVTA.
2. Develops specific funding priorities, strategies, policies and packages for regional plans, projects and programs; assists with the financial analyses capacity of the region's clients to determine the viability of regional program/project investment options.
3. Forecasts transportation/transit project costs and revenues; identifies, secures, and reports on available project and capital funding; performs complex strategic analyses and projections in order to develop short and long term funding plans that are consistent with the agency's vision and strategic direction; develops well-defined asset replacement projections and ensures an appropriate connection between service planning and project budgeting.

4. Develops grants, contracts, memorandums, and correspondence prepared by the agency; ensures grant and contract compliance.
5. Assists with developing strategic plans, goals and objectives related to NVTA and NVTA funding growth and development; performs research and analysis leading to the development of new and improved funding strategies.
6. Implements various funding policies, systems and procedures to meet the goals, objectives, policies, and priorities of the agency; develops and maintains a system for tracking the regional programs and projects; ensures that all reporting requirements are met.
7. Prepares financial information for the education of policy makers, staff and general public; interprets and explains the objectives, policies and procedures pertaining to resource planning and development to community organizations, governmental agencies, staff, and the public.
8. Develops the Overall Work Plan (OWP), the Short Range Transit Plan (SRTP), and other reports as assigned; manages the funding strategy of the plan development process.
9. Oversees communication systems including computers, telephones, website, and social media functions.
10. In coordination with the Director-Capital Development and Planning, oversees the development and administration of comprehensive marketing and public information programs for the NVTA.
11. Oversees the development and implementation of the human resources activities.
12. Represents the NVTA and its member agencies on various matters and issues as assigned; serves as a liaison to various county and city staff as well as state and federal agencies; represents the NVTA Board and Executive Director at federal, state, regional (e.g., MTC, ABAG, or BAAQMD), and local meetings and functions as assigned.
13. Reviews assigned programs and methods and recommends changes as needed; implements policies and procedures, internal controls, and various systems to improve operational efficiency and effectiveness, and ensure organizational compliance with applicable policies, procedures, laws, and regulations.
14. Oversees the day to day operations and maintenance of NVTA facilities to ensure minimal operating disruption. Implements and oversees standard state of good repair principles to ensure assets are maintained in good order to optimize facility's useful lives.
15. Oversees and manages staff in the following departments: Finance, Administration, Human Resources.
16. Performs related duties as assigned.

QUALIFICATIONS GUIDELINES

To qualify for this position, an individual must possess a combination of experience, education, and/or training that would likely produce the knowledge and abilities required to perform the work. A desirable combination of qualifications is described as follows:

Education: Equivalent to a bachelor's degree from an accredited four year college or university with major coursework in finance, accounting, business or public administration or a closely related field. Possession of a master's degree in accounting or business administration and/or Public Administration is desirable.

Experience: Six years of increasingly responsible professional fiscal management experience, preferably in a public agency setting. Experience working with a policy board is required. One year of supervisory experience is desirable.

REQUIRED KNOWLEDGE AND ABILITIES

Knowledge of:

- Principles, operations and methods of public finance, fiscal management, transportation planning, and public administration, including accounting, budget preparation, program analysis, and revenue forecasting.
- Federal and State laws, regulations, and requirements pertaining to transportation grants programs and audit;
- Concepts, principles, techniques, and legal aspects of transportation and urban planning;
- Caltrans, the California Transportation Commission, the Federal Transit Administration and the Federal Highway Administration, Air Resources Board, and regional planning agencies responsibilities, and functions
- State and Federal transit planning principles, processes, procedures, and regulations, including legislative and transit funding processes
- Interdisciplinary practices and trends affecting transportation and urban planning & analysis
- Principles, techniques, and methods to plan, develop, and coordinate an effective public information/education and media liaison program.
- Principles, practices and methods of technical public human resources administration pertaining to recruitment, examination, position classification and salary and benefit administration.
- Government interrelationships
- Principles and practices of organizational management.
- Financial reporting.
- Economic analysis; statistical and research methods.
- Cash flow management.

- Internal controls appropriate for a public agency setting.
- Documentation management.
- Transportation funding processes and procedures.
- Principles and practices of effective supervision and basic personnel management.
- General office procedures and administration; contracts administration and procurement.
- Development of policy recommendations for consideration by decision makers.
- Applicable federal, state and local laws and regulations pertaining to the financial operations of a public agency.
- Applicable federal, state, and local laws and regulations pertaining to human resources management, Equal Employment Opportunities (EEO), employer-employee relations and sexual harassment.
- Applicable federal, state, and local laws and regulations pertaining public agencies, public transit systems, and planning agencies.
- Computerized accounting and electronic data processing procedures, methods, and equipment.
- Methods and techniques used for project management.

Ability to:

- Analyze and interpret financial statements and accounting records and reports.
- Analyze and prepare budgets and schedules.
- Prepare clear, concise and accurate accounting and auditing reports, financial statements, and financial summaries; review complex and specialized accounting information and reports.
- Develop and maintain accounting and control procedures.
- Analyze and perform financial studies.
- Evaluate and monitor consultant performance;
- Make and execute major program decisions with staff, consultants, and member agency technical representatives;
- Prepare and present comprehensive transportation plans in a clear and concise manner;
- Develop, evaluate, and monitor budgets, and allocate and balance resources using staff and consulting services;
- Successfully manage multiple complex projects with aggressive schedules within various functional areas;

- Effectively represent NVTA before the Board of Directors, city councils, and other Federal, State, local, and regional agencies, boards, and commissions and before local citizens in public meetings and hearings;
- Negotiate with planning directors, public works directors, and regional and State administrators;
- Interpret and apply laws, rules, regulations, and labor contract provisions;
- Communicate effectively both orally and in writing.
- Prepare and present clear and concise correspondence, reports, and recommendations.
- Establish and maintain cooperative working relationships with staff, other departments and agencies, the private sector, and the public.
- Operate a personal computer with word processing, spreadsheet, and database programs.

PHYSICAL DEMANDS

While performing this job, the employee is regularly required to walk; sit; use hands to handle objects; operate keyboards, tools, or controls; and make condition assessments. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Able to lift 20 pounds, and handle office equipment.

REQUIRED LICENSES OR CERTIFICATES:

Possession of a valid California driver's license is required.