

**CITY OF LATHROP**  
**SPECIAL DISTRICT MANAGER**

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities that are associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

**DEFINITION:**

Under general direction, plans, organizes, and manages the day-to-day and administrative support activities of the City's special assessment districts, maintenance districts, community facility districts (Mello Roos) and Capital Facility Fee Funds; plans, organizes and monitors the City's development agreement and impact fee programs; oversees the work of staff and performs a variety of professional accounting, fiscal, analytical and systems analyses; provides professional support to the Finance Director; and performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Under direction, organizes, integrates, evaluates and manages the activities of the Special Districts Program within the Special Districts Division of the City's Finance Department. The City will continue to outsource the assessment engineering and tax levy administration functions with private vendors. The **Special District Manager** is a single position classification in which the incumbent is expected to perform the full scope of professional administrative, accounting, and supervisory duties. The position acts as a liaison with consultants, engineers, attorneys, outside agencies, developers, and City staff in the formation of special financing districts, and manages the program's debt service budget and special district operating budgets.

**SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Director of Finance. Exercises direct and indirect supervision over specialized accounting and financial analyst personnel.

**ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Plans, organizes and manages the day-to-day activities of districts' programs, services and resources, in accordance with short- and long-term goals, policy statements and directives; administers and carries out policies established by the City; develops administrative procedures; oversees the work of staff and service providers.
- Implements approved policies and procedures; reviews and analyzes federal, state, and local regulations governing community services districts, community facilities districts, and assessments districts; reviews allocations of cost within the Department/Division.
- Serves as liaison with other governmental agencies, developers, developers' consultants and City staff to assist in the formation of special financial districts.

- Assists with requests for proposal to select consulting team for special district development; reviews bond documents, agreements, resolutions, ordinances, debt service calculations, financial information and staff reports.
- Participates in the preparation and administration of the special districts' budgets; submits budget recommendations; monitors expenditures; reviews and inputs requests for budget transfers; prepares and monitors the special districts' budget estimates from anticipated operation costs, cash collections, revenues and expenses.
- Assists in issuing and administering special district debt; ensures timely debt payments; maintains reserve fund requirements; provides managerial assistance with property owner prepayments and early bond calls; ensures compliance for continuing disclosure; manages the services contract that administers assessment district invoicing of property owners.
- Prepares or works with consultants on the districts' indirect cost allocation plan. Performs complex cost accounting functions related to the fiscal planning of the districts.
- Directs and oversees preparation of annual fixed charges and the annual property owner notice/brochure; prepares CFD and AD annual reports; monitors special financing districts' apportionments and payment status; provides managerial assistance to attorneys and consultants handling foreclosures on delinquent parcels.
- Responsible for the maintenance and tracking of all city development agreements, including repayment programs, and public improvement reimbursements.
- Monitors the City's capital facility fee funds, including all calculation efforts and cash-flow forecasts. Works with departments to formulate a consistent process for the approval and application of credits. Documents and tracks credit obligations and/or donated assets by individual subdivision.
- Prepares and presents City Manager Reports for Council meetings; prepares agreements for services and Requests for Proposals.
- Utilizes information systems work as it relates to the districts; provides computer information support and resolves program issues.
- Attends and participates in professional meetings to stay abreast of new trends and innovations in the field of special district management.

#### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near vision in reading correspondence, statistical data and using a computer. Acute hearing is required when providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds also is required.

Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

**QUALIFICATIONS:** *(The following are minimal qualifications necessary for entry into the classification.)*

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Special District Manager**. A typical way of obtaining the required qualifications is to possess the equivalent of four years of increasingly responsible professional experience in the maintenance of financial, fiscal, and related statistical records, including supervisory responsibilities, and a bachelor's degree in public administration, accounting, finance, business or a related field.

**License/Certificate:**

Possession of, or ability to obtain, a valid Class C California driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:** *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and practices of public administration or business management, including administrative analysis, fiscal planning and control, and policy and program development; principles and practices of accounting, auditing; principles of budget development and expenditure control, including capital improvement budgets; principles and practices of cost estimating, contract administration and debt administration; principles and practice of information systems management; methods and techniques of supervision, training and motivation; knowledge of or the ability to research applicable federal, state and local laws, codes and regulations related to special district management; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

**Ability to:**

Plan, organize, direct, coordinate and supervise functions and activities of an organization to achieve efficient operations and meet service goals; exercise leadership, authority and management tactfully and effectively; prepare and administer the districts' budgeting and fiscal control process; provide advice and consultation to the Director of Finance on the development of regulations, policies and programs; represent the districts' policies, programs and services effectively with employees, contractors, representatives of other agencies, and the public; examine and verify financial documents, reports and transactions; prepare a variety of budgets, financial statements, reports and analyses; analyze; administer debt management; assist with information systems programs and projects; plan, organize, train, evaluate and direct work of assigned staff; interpret, explain and apply applicable laws, codes and regulations; read interpret and record data

accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships; present conclusions and recommendations clearly, logically and persuasively to both internal and external program stakeholders; exercise independent judgment and initiative within established guidelines.

**Skill to:**

Operate standard office equipment including a computer and variety of word processing and software applications, including financial and accounting programs.