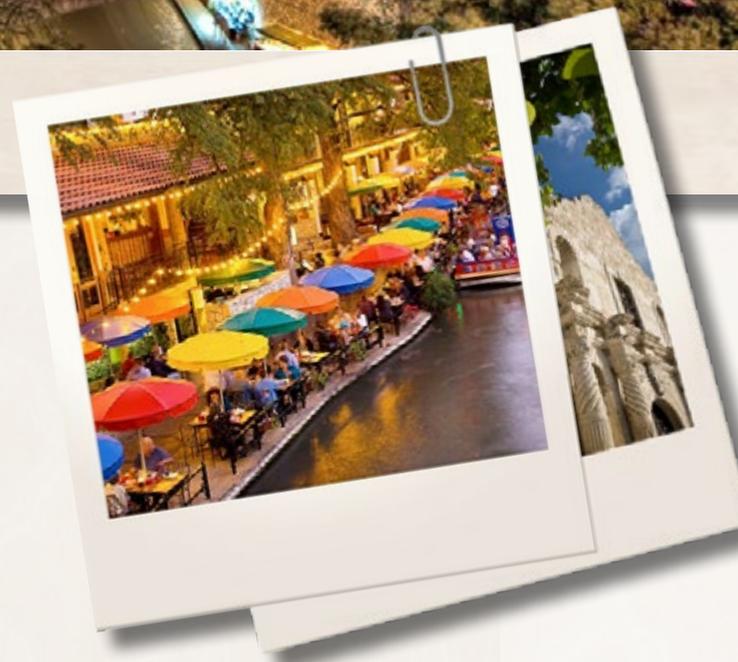
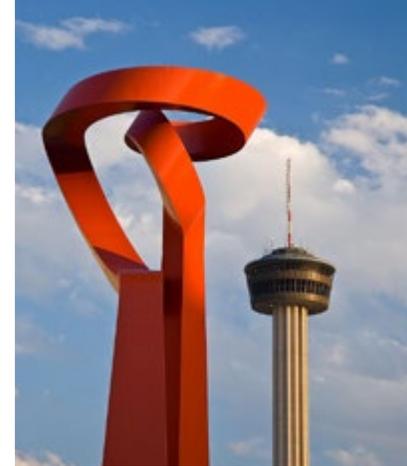




The City of San Antonio
is now accepting
applications for
Assistant Director of
Finance (Public Utilites)





The Opportunity

The City of San Antonio is recruiting nationally for an Assistant Finance Director assigned to the Public Utilities Division of the Finance Department. The ideal candidate will be a highly experienced professional who will assist the Chief Financial Officer with managing the financial activities and operations for the Public Utilities Division. This skilled leader and manager will be well-grounded and exemplify ethical decision-making abilities. He or she will be politically astute with superior interpersonal and communication skills, engaging with all levels of the organization including elected officials. Preferred candidates will have experience working in a public or municipally owned utility.

The Community

The City of San Antonio is the Nation's 7th largest city and is home to more than 1.4 million residents. Recently Forbes magazine rated it as one of the best performing cities in America.

Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the State as well as a plentiful supply of high quality housing and low utility rates. The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government, and the convention and tourism industry. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs, the 2014 National Basketball Association Champions.

The world famous River Walk is the single most visited site in all of Texas. Winding through Downtown San Antonio, this 2.5 mile cobblestone path along the San Antonio River is lined with attractive shops, luxurious hotels, and enticing dining and entertainment venues. The second most visited site in Texas is the historic Alamo, only a short distance away from the River Walk. Major Theme Parks include Sea World of Texas and Six Flags Fiesta Texas. Other San Antonio attractions are the Tower of the Americas, the Botanical Gardens, the Museum of Art, the San Antonio Symphony, Market Square, the San Antonio Historic Missions, and a world class Zoo.

Educationally, there are 16 independent school districts that serve the San Antonio area. San Antonio is also the home of various post-secondary institutions including: the University of Texas at San Antonio (two campuses), the University of Texas at San Antonio Health Science Center, Our Lady of the Lake University, St. Mary's University, University of the Incarnate Word, Trinity University, and the Alamo Community College District (with four campuses).

The City of San Antonio has a budget of \$2.5 billion, over 11,000 employees led by a council / manager form of government, and is the only major city to hold the highest possible bond rating from all three major credit rating agencies.

The Division

The Public Utilities Division of the Finance Department provides advice, assistance, and recommendations to the City Manager, as well as the Mayor and City Council, in their exercise of regulatory oversight of the City's municipally-owned utilities — City Public Service (CPS) and San Antonio Water System (SAWS). The oversight of these utilities includes approval by the Mayor and City Council for utility rate adjustments and the issuance of debt.

In addition, the Public Utilities Division monitors and collects all cable television franchise fee payments and rights-of-way compensation from certified telecommunication providers operating within the City limits. Effective oversight of these entities includes the assurance that they are in compliance with the laws, rules, and regulations established by state and federal agencies, the provisions of the franchise agreements, and City Council policies.

The Public Utilities Division of the Finance Department for the City of San Antonio has six positions and manages an annual Revenue Budget in excess of \$350 million.

The Position

The Assistant Finance Director reports to the Chief Financial Officer and assists in advising the City Manager and the City Council regarding regulatory oversight of the City's municipally owned utilities. Key responsibilities include:

- Performs comprehensive reviews of CPS and SAWS proposed rate adjustments and proposed rate structure changes. The review includes areas such as the sales forecast, cost of service models, economic/rate models; key financial targets; revenue requirements; proposed capital plans; operations and maintenance budgets; financing plans; affordability programs; credit considerations and others. Assists in the review and analysis of other utility matters and policy issues pertaining to the City's oversight of CPS and SAWS;
- Effectively facilitates communication and coordination on policy issues between the City and its utilities;
- Administers applicable provisions of federal and state laws pertaining to the use of the public right-of-way for telecommunications and cable



providers operating within the City of San Antonio;

- Coordinates and provides analysis to the City's Office of Environmental Policy as required for sustainability initiatives of the City;
- Oversees the development of revenue projections to be received by the City from the City-owned utilities (CPS and SAWS) as well as cable, telecommunications, and other utilities to include a multi-year forecast; monitors actual revenues compared to monthly projections;
- Oversees the development of projected expenses for electric, gas, water, wastewater, and chilled water and steam services for City facilities; prepares a multi-year forecast and monitors actual expenses as compared to monthly projections;
- Oversees City streetlights policies and issues that include the following items: streetlight rates, streetlight budgets, and the build out of special lighting projects to include supplemental lighting and special projects;
- Provides rates support for the development of taxi and towing rates and administers the fuel surcharge amendments for the taxi and towing service rates;
- Confers with directors, assistant directors, and department heads to resolve major operating and administrative issues pertaining to utility matters;
- Monitors, reviews, and analyzes federal and state legislation as it may impact the regulatory powers of the City, consumer interests of citizens, and business interests of municipally-owned utilities;
- Administers and enforces utility agreements between the City and other utility operators; and
- Supervises the staff of the Public Utilities Division of the Finance Department and provides guidance, direction, and mentorship.

Ideal Candidate

The ideal candidate will be highly skilled and approachable with the ability to communicate and present information effectively with staff, business partners, and elected officials.

With demonstrated experience in a municipally owned utility, the ideal candidate will understand rate of return principles and ratios, utility financial planning, debt financing, and variance analysis. Experience will encompass utility rate-making methods, including cost of service and rate design for electric, gas, water, wastewater, and chilled water and steam rates.

The ideal candidate will have a large capacity, with the ability to multi-task and analyze situations quickly and objectively in order to determine proper course of action or alternatives. A track record of achieving successful results for developing and sustaining effective relationships is required.

This position requires advanced knowledge of the principles and practices of municipal budget preparation and administration, and the ability to analyze both operating and construction budgets.

The ideal candidate will bring a strong foundation of the principles of finance and the leadership skills necessary to guide a team. He or she will be an innovative, forward-thinking leader that understands the value of inspiring and leading high performing teams.

Qualifying Experience and Education

The Assistant Finance Director position requires the following combination of education and experience or the equivalent.

Education: Bachelor's degree from an accredited college or university with major coursework in Finance, Accounting, Business Administration, or a business related field. A Master's Degree in Business Administration (MBA), Public Administration (MPA) or related certification is highly desirable. A CPA is preferred but not required.

Experience: Five (5) years of increasingly responsible professional experience analyzing utility rates, municipal fees and other rates, and other significant policy matters affecting a municipality, and three (3) years of administrative and supervisory responsibility. Experience in utility consulting is a plus.

Compensation and Benefits

The City of San Antonio is offering a competitive compensation package. Offered salary will be dependent on the selected candidate's qualifications and education (DOQE). The City also offers an attractive benefits package including:

- **Executive Car Allowance:** Executives receive a monthly car allowance of \$500.
- **Cell Phone Allowance:** Executives receive a monthly cell phone allowance of \$70.
- **Health Care:** The City offers two health care plan options which offers employees a choice of deductible, co-insurance, and co-payment levels.
- **Retirement:** City of San Antonio employees automatically become members of the Texas Municipal Retirement System on date of employment. Employee contribution is 6%, and the City contributes two times employee contribution. Employees become 100% vested after five years of service.
- **Deferred Compensation:** The City offers two voluntary Section 457 Deferred Compensation programs to employees with a match up to 2% of the annual salary. Deferred Compensation is a supplemental retirement savings program, which allows employees to contribute a portion of their salary before Federal taxes.
- **Life Insurance:** Basic term life insurance benefits are provided at no cost to City employees and are equivalent to one times employee's annual salary.
- **Holidays:** 13 Holidays (12 scheduled, 1 floating).
- **Leave/Vacation:** City employees receive Annual and Personal leave; accrual based on seniority.
- **Relocation Assistance:** Available.



To Be Considered

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. This position is open until filled; however, candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process. This recruitment may close at any time once a strong pool of candidates is received.

To be considered, candidates must submit a compelling cover letter, comprehensive resume, salary history, and six (6) professional references via email to apply@ralphandersen.com. An electronic version of all submittals is strongly encouraged.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Finalist candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified. Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg or Ms. Teddi Anderson at (916) 630-4900. Confidential inquiries are welcomed.

This recruitment will incorporate existing rules and regulations that govern public sector recruitments in the State of Texas. Information submitted for consideration may be made available to the public upon request by interested parties, in accordance with public disclosure/ open record laws.

The City of San Antonio is an Equal Opportunity Employer

