CITY OF SAN ANTONIO
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506 Dolorosa, San Antonio, Texas 78204
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PUBLIC UTILITIES MANAGER
FINANCE DEPARTMENT

The City of San Antonio Finance Department is recruiting for a Public Utilities Manager who reports to the Assistant Director of Finance – Public Utilities Group and is responsible for managing, directing, and coordinating financial, accounting, rate case review and related special project functions for the Public Utilities Division of the Finance Department and exercises technical supervision over assigned professional and administrative staff.

Essential job functions include, but are not limited to, the following: Manages detailed rate review cases for electric, gas, water, sewer, and other municipal services as needed based on cost of service approach and other methodologies as appropriate. Monitors and analyzes state and federal legislation and regulatory rule making in order to identify potential issues and prepare related correspondence to protect the City's interest. Develops the City's annual revenue forecast for all public utility entities and annual utility expense budget for all City facilities/departments, monitors actual accruals, performs monthly variance analysis, develops re-estimates and maintains rolling five-year forecasts. Manages special projects as assigned to include negotiations, ad-hoc analysis/ research, and the recommendation/implementation of appropriate utility policies and procedures. Develops and administers contracts. Administers the Right-of-Way (ROW) registration process for telecommunication companies. Coordinates the review of utility debt financing (or financial) plans, develops recommendations, and City Council presentations. Serves as a City representative to external contacts such as utility boards, citizen's advisory committees, public forums, and industry conferences and acts as a resource/liaison to City Departments. Performs related duties and fulfills responsibilities as required.

The ideal candidate should possess knowledge of debt and cash management theories and principles, budget preparation methods, cost allocation concepts and methodologies, business law, negotiation methods, techniques, and procedures, and rate of return ratios and principles. In addition, candidate must have the ability to develop complex modeling methodologies for the purpose of rate review and revenue projection, analyze financial, legal, and other related information for decision-making purposes. The ability to communicate identified alternative solutions, projected consequences of proposed actions and recommendation clearly and effectively, both verbally and in writing and the ability to establish and maintain effective working relationships with City staff and the general public. This position requires that the successful candidate possess a Bachelor's Degree from an accredited college or university with a major course in Accounting, Finance, Economics, Engineering, Law, Statistics or related field; five years increasing responsible experience performing rate analysis, financial analysis and reporting, fiscal management, finance, accounting or rate review preferably in an utility environment to include three years management or supervisory experience; and a valid Class "C" Texas Driver's License or ability to obtain a valid Class "C" Texas Driver's License within thirty (30) days after becoming a resident of the State of Texas; and working knowledge of applicable federal, state and local laws and regulations. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background, and credential verification.

Salary is dependant on experience and qualifications. Benefits include subsidized healthcare coverage, retirement plan, life insurance, paid leave, and voluntary benefits. This position is exempt from Civil Service and subject to at-will employment status.

Candidate information will be accepted until filled. Apply with cover letter, resume (detailing work and education history) with contact information to: City of San Antonio Finance Department, Attention: Renee Navarro, Human Resources Generalist, P.O. Box 839966, San Antonio, TX 78283. Candidate information may also be submitted in-person Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Finance Department located at 506 Dolorosa, City Hall Annex, downtown San Antonio; or e-mailed to financerecruitment@sanantonio.gov.

For additional information, contact Renee Navarro at (210) 207-6197.

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