**Class Summary**

The responsibilities of this classification include serving as the top-level financial officer for the Wastewater Treatment Division (WTD) and managing the division’s rate-setting, capital financing, debt portfolio, and financial operations. Incumbents oversee long-range financial planning for the utility and act as a spokesperson to elected officials, external agencies, and the public for financial and rate-setting issues.

**Distinguishing Characteristics**

This is a single-level classification. Incumbents work within a large utility and lead all financial operations, including the large and complex infrastructure debt financing program and the rate-setting process involving high visibility and engagement. This classification is distinguished from the Chief Financial Officer in that the CFO serves at the department level and oversees activities over multiple divisions.

**Examples of Duties**

1. Lead the development of the annual proposed sewer rate and capacity charge by engaging with WTD leadership on investment priorities and policy direction.
2. Prepare and present information on utility rates, policy, and other financial matters to various interested parties including boards, commissions, and elected officials.
3. Manage and optimize capital funding and financing for the capital program, including the outstanding debt portfolio, to minimize the cost of debt to rate-payers.
4. Develop and implement strategic long-range financial plans to support updates to the utility’s long-term regional plan; evaluate impacts of potential regulation or other significant variables.
5. Oversee the development and implementation of the utility’s operating and capital budgets. Work with leadership to identify new requests, develop related business cases, and integrate them into the financial forecast for rate-setting.
6. Ensure ratemaking best practices and principles, King County policy, and state law are applied to rates and fees, including the industrial waste surcharge, the septage rate, and other cost recovery fees.
7. Act as key financial advisor to WTD leadership and serve on the senior leadership team. Develop strategic policy on financial and budget issues including long-range plans and regulatory analyses.
8. Analyze and evaluate the utility’s financing plans and programs for reasonable forecast assumptions and appropriate target financial performance metrics.
9. Oversee and interpret economic analyses and serve as a resource at the department level as needed.
10. Serve on boards and committees as assigned.
11. Manage assigned staff and direct the work of other financial staff through subordinate unit managers and supervisors.
12. Perform other duties as assigned.

**Knowledge/Skills**

Advanced knowledge of utility rate-setting and financial planning

Advanced knowledge of economics

Advanced knowledge of financing and budgeting techniques and principles

Advanced knowledge of government fund accounting

Advanced knowledge of cost allocation methodology and techniques

Knowledge of auditing techniques and principles

Knowledge of legislative process

Knowledge of statistical techniques and principles

Skill in working with elected officials and representative committees with diverging opinions and viewpoints

Skill in communicating and presenting information

Skill in forecasting financial needs and evaluating funding sources for utility projects, programs, and services

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Exempt (Administrative) |
| **Service Status** | Career Service |
| **EEO Code** | 2 |
| **Levels within same series** | None |
| **Class History** | 08/2012 - Created |
|  | 03/2025 - Updated title and content |