



SAN DIEGO COUNTY WATER AUTHORITY
invites applications for the position of:
Rate and Debt Manager

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Monthly</u>	<u>Annually</u>
\$56.68 - \$76.23	\$9,824.53 - \$13,213.20	\$117,894.40 - \$158,558.40

OPENING DATE: 12/11/17**CLOSING DATE:** 01/05/18 05:00 PM**THE ORGANIZATION:**

Join one of the San Diego region's most reputable and progressive public agencies!

The San Diego County Water Authority is an independent public agency that serves as San Diego County's regional water wholesaler. The mission of the San Diego County Water Authority is to provide a safe and secure water supply to its 24 member agencies serving the region's \$222 billion economy and its 3.3 million residents.

With an acute awareness of San Diego's dependence on imported water sources, the Water Authority is executing a long term strategy to diversify the region's supply sources, make major investments in the region's water delivery and storage system, and improve water use efficiency. Through dynamic leadership, thoughtful planning, and prudent fiscal policies, the Water Authority is cost effectively managing the region's water portfolio, while continuing to diversify supplies to enhance future reliability.

THE POSITION:

Under administrative direction of the Director of Finance, plans, coordinates, and participates in the development and execution of debt issuance and administration, including continuing disclosure and arbitrage calculations; financial rate modeling and setting; long range financial planning; development of capital financing strategies including capital financing efficiency analysis; annual fund balance and revenue reporting; revenue structure analysis; revenue forecasting; and financial analysis.

DISTINGUISHING CHARACTERISTICS

The Rate and Debt Manager administers the Authority's financial rate modeling program, develops the annual revenue requirement, computes required rates and charges, coordinates and participates in debt issuance and administration, and develops financial strategies; provides technical support to the Authority's cash flow model; coordinates arbitrage tax liability calculations; identifies opportunities for refunding and remarketing of debt; and interacts with others involved in the issuance of short and long-term debt. The incumbent is expected to carry out responsibilities without the need for close supervision, exercising sound professional judgment and problem-solving skills.

JOB DUTIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

- Manages and administers the Authority's Financial Rate Modeling Program; coordinates and participates in the development and execution of debt issuance and administration, and other financing strategies.
- Interacts with legal and bond counsel, financial advisors, underwriters, rating agencies, banking institutions, and others involved in the issuance of short and long-term debt;

identifies opportunities for refunding and remarketing of debt; coordinates and participates in the periodic issuance of long-term debt; and coordinates the preparation of legal offering documents and review of those documents to ensure accuracy and compliance with disclosure requirements, ensuring that on-going disclosure requirements are fully met.

- Maintains a detailed understanding of the Metropolitan Water District's (MWD) rates and charges and how they impact the Authority; evaluates financial management strategies including capital financing options and reserve policies; conducts cost of service studies using industry accepted rate analyses procedures; prepares materials relating to water utility rate and fees; initiates the development of new rate structures; and prepares and presents rate comparison studies.
- Calculates arbitrage tax liability for outstanding debt.
- Attends MWD and member agency meetings on rates and prepares presentation to such groups.
- Prepares and presents to Authority management, the San Diego Water Authority Board and Board sub-committees, the public, and others on financial issues.
- Deliver presentations on rates to local agencies and government bodies.
- Actively participates in management team meetings; acts as subject matter expert on rate and debt issues, and provides training to staff.
- Assumes primary responsibility for the maintenance and performance of the Long-Range Financing Plan, including updated revenue projections for the operating and capital programs.

QUALIFICATION GUIDELINES:

The qualification guidelines generally describe the knowledge and ability required to enter the job in order to successfully perform the assigned duties. Any combination of experience and training that would provide the required knowledge, skills and abilities will be considered. A typical example of qualifying education and experience would be:

Graduation from a four-year college or university with a major in finance, accounting, economics, mathematics or a closely related field; and at least four years of progressively responsible professional experience in rate settings, long-range financial planning, cash flow modeling, debt issuance, arbitrage, or compliance. Government agency or utility experience is preferred.

This position has been approved for hire at Step 1 of the salary range. Depending on qualifications, starting salary may be negotiable. Step increases may occur at 6 months, 1 year, and annually thereafter. **To view the complete job description, [click here](#).**

APPLICATION PROCEDURE:

To be considered for this position, please submit an employment application and supplemental questionnaire by 5:00 p.m. on Friday, January 5, 2018. Resumes will not be accepted in lieu of a completed application and supplemental questionnaire. All applications and supplemental questionnaires will be evaluated in relation to the criteria outlined in this job announcement. The selection process may consist of an appraisal interview, writing exercise, and/or other appropriate screening methods.

To ensure timely and successful navigation, please consider applying early if you are new to the governmentjobs.com application system. For technical assistance with the online application system, please review the Government Jobs online application guide, or contact their toll-free applicant support line at (855) 524-5627. If you have questions regarding the position, please contact Corinne Russell, Human Resources Analyst, at (858) 522-6663.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://agency.governmentjobs.com/sdcwa/default.cfm>
OUR OFFICE IS LOCATED AT:
4677 Overland Avenue
San Diego, CA 92123
858-522-6660

Job #18-15
RATE AND DEBT MANAGER
CR

Rate and Debt Manager Supplemental Questionnaire

- * 1. SUPPLEMENTAL QUESTIONNAIRE: PLEASE READ Each applicant must complete this supplemental questionnaire as part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
- I understand and agree to answer truthfully and that my responses can be verified from the information in this application.
- * 2. Have you graduated from a recognized four-year college or university with a major in accounting, finance, public, economics, mathematics or a closely related field?
- Yes No
- * 3. Please identify what enterprise software you have experience in?
- * 4. Please indicate your year's of experience in the enterprise software listed above.
- Less than one year
 1-2 years
 2-3 years
 Over 3 years
- * 5. Please list the functions you have used the enterprise software for?
- * 6. Please indicate your years of progressively responsible professional experience in rate settings, long-range financial planning, cash flow modeling, debt issuance, arbitrage or compliance experience.
- No experience
 Less than one year
 1 - 4 years
 4 - 6 years
 Over 6 years
- * 7. Please indicate which fields you have experience in from the list below:
- Rate Setting
 Long-Range Financial Planning
 Cash Flow Modeling
 Debt Issuance
 Arbitrage
 Compliance
 None of the above
- * 8. Please select two of the areas above and explain in detail your experience performing the work. NOTE: Responses that are incomplete, do not address the question, indicate "See Resume", or are simply copied and pasted from the Work Experience section, will result in your application being rejected for lack of information. If you do not have experience in any of the areas above, please indicate "No Experience" below. If you only have experience in one area above, please explain in detail your experience.

- * 9. **APPLICANT'S ACKNOWLEDGMENT - NOTIFICATION VIA ELECTRONIC MAIL (E-MAIL)** The San Diego County Water Authority Human Resources Division uses e-mail to notify applicants of important information relating to the status and processing of your application. We do so as part of our ongoing efforts to increase operational efficiency, promote the conservation of resources, and minimize delays and costs. Therefore, as an applicant, please ensure that the e-mail address and contact information you provide are current, secure, and readily accessible to you. Do not share e-mail addresses. Spam or other filters should be adjusted to accept our e-mails. **We will not be responsible in any way if you do not receive our e-mails** (i.e., for the non-delivery of e-mail or if you fail to check your e-mail inbox on a timely basis). Read any notices that we send carefully and in a timely manner. Follow further instructions, if any. We recommend that you print and keep hard copies of our notices for your records.

I acknowledge that I have read, understand, and agree to the above.

- * Required Question