



DETROIT WATER AND SEWERAGE DEPARTMENT

JOB POSTING

735 Randolph - Suite 2000
DETROIT, MI 48226

OPEN COMPETITIVE

Please read entire document before starting your application

Job Category: Finance
Title: Finance Manager
Minimum Salary: \$85,563
Open Date: April 16, 2015

Recruitment Unit: Financial Operations
Vacancies: 2
Maximum Salary: \$141,295
Close Date: Open Until Filled

GENERAL SUMMARY:

The Finance Manager plans, manages, coordinates and administers portions of a division, operational, or reporting function. An employee in this class is accountable and responsible for the management activities of a specific portion of a division control, operational, or reporting activity or for providing service to a division wide service function of equal responsibility.

REQUIRED EDUCATION AND EXPERIENCE (position requirements at entry)

- Bachelor's degree in related operational or functional field, such as Engineering, Chemistry, Accounting, or HR
- Five years of recent management and operational experience gained through progressively more responsible positions in the utility industry
- Professional Accreditation in related operational or functional field, such as Professional Engineer or CPA preferred

ESSENTIAL JOB FUNCTIONS

(Illustrative only, may not include all of the duties listed nor do the listed examples include all of the tasks that may be performed)

- Responsible for the management and administration of the operations of a facility or functional unit
- Manage and motivate a diverse workforce
- Ensure the effective management of all assigned staff. Manage daily assignments
- Develop, recommend and administer the annual operating and capital budgets for the unit to ensure expenditures are controlled, maintained and approved
- Ensure that financial planning, performance measurement, and reporting are developed and in compliance with legislative requirements and are in support of the division's goals and objectives
- Ensure compliance with all corporate and legislative requirements to meet operational, environmental, health and safety standards, and ensures effectiveness and compliance of maintenance and operations
- Liaise with elected officials, public, and represents division on various committees dealing with complaints, requests for information and safety concerns
- Must possess a valid Michigan Driver's License and the ability to drive a motor vehicle on all terrain as well as be available to perform shift work which includes all day, afternoon, night, weekend and holiday assignments
- Follow security and safety policies and procedures in carrying out work duties as well as wear all required personal protective equipment (PPE) relative to the specific classification within the title
- Provide on the job training

RELATED JOB FUNCTIONS:

- Manage the organization to meet the established Key Performance Indicators (KPI's)
- Supervise installation or renovation of capital budget projects
- Implement and utilize information systems to ensure technology maximizes operational performance
- Participate in identifying corporate goals, as well as strategic and business planning and evaluation



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RELATED JOB FUNCTIONS CONTINUED:

- Participate in the implementation of new initiatives
- Perform related work duties as assigned

SUPERVISION EXERCISED:

Supervision for all staff within the facility or functional unit.

KNOWLEDGE OF:

- Principles and practices of facility operations and/or functions performed by the functional unit
- Government legislation related to utility operations, technology and financial controls
- Basic Geographical Information Systems

SKILL TO:

- Make effective decisions
- Promote and foster team work environment
- Establish and operate in an environment which provides the capacity for excellence
- Utilize various competencies that include highly developed human relations skills
- Manage the organization to meet the established Key Performance Indicators (KPI's)
- Supervise installation or renovation of capital budget projects
- Implement and utilize information systems to ensure technology maximizes operation performance
- Participate in identifying corporate goals as well as strategic and business planning and evaluation
- Participate in the implementation of new initiatives
- Communicate both verbally and in writing with all levels of the organization
- Negotiate and develop solid internal and external relationships
- Exercise superior computer, analytical, problem solving and conflict resolution skills
- Use advanced technology

ABILITY TO:

- Manage staff by directing assignments
- Prepare financial budgets and monitor of expenditures
- Manage a multidisciplinary staff including hiring and handling labor and employee relation issues
- Plan and build reliability and efficiencies in the facility and/or the organization to ensure uninterrupted services
- Motivate, train, lead, and develop staff for improved performance and efficiency
- Maintain effective working relationships with others
- Effectively utilize appropriate security and safety equipment and procedures
- Communicate effectively, both verbally and in writing
- Understand and follow verbal and written instructions
- Develop proficiency in unit specific operations and software
- Problem solve effectively
- Communicate frequently with team members and other units across the Department about process, equipment or potential problems
- Develop proficiency in unit specific operations and software
- Direct team activities or to work as a team member



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Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties. This position requires extensive computer use and extended time seated in meetings. This position also requires the ability to walk throughout the plants and facilities.

Environmental Working Requirements:

May work in an office, plant or field environment. This position requires the ability to work in all conditions involving exposure to outside elements and seasonal weather.

Other Requirements:

Must have a valid State of Michigan Driver's License

Ability to work irregular hours, to commute to DWSD facilities and work sites, and respond to after hour emergencies and on-call responses

Comments

The Detroit Water and Sewerage Department is an Equal Opportunity Employer.

This title is a non-Civil Service and at-will position. The organization may in its sole discretion fill this position on a full-time or part-time basis. The organization may in its sole discretion utilize a contract of employment, "direct hire", or other process to fill the Position within this Title. Incumbency in a position within this title does not create a property right or expectation for the incumbent. The presence of this title or the position within this title does not in any way restrict the organization's sole discretion to utilize independent contractors or other means to provide for the performance of this work.

Please Note: Employment with the City of Detroit Water and Sewerage Department has been set apart from the established employment processes of the City of Detroit.

THE WAY WE WORK

The Employees of DWSD....

- Work and accept responsibility to search for, create and execute new and innovative approaches to improve the performance of DWSD's services and objectives
- Assist external and internal customers to serve their needs and take responsibility for continuously improving customer service
- Foster meaningful interaction among people through the exchange of information to produce understanding
- Continuously develop and use effective strategies and interpersonal styles to engage and guide others towards the accomplishment of identified objectives and goals in the best interest of the City and community
- Consistently work toward the common good of the organization and encourage others to do the same
- Conduct themselves at all times in a professionally appropriate and respectful manner in accordance with the DWSD Common Behaviors
- Apply the proper safety/security practices according to established protocols, guidelines and policies

Please submit an employment application, letter of interest and resume for this position to:

**Detroit Water & Sewerage Department
Attn: Karen Darty, Human Resources Generalist
735 Randolph, Suite 2001, Detroit, MI 48226**



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The Employment Application can be found on DWSD's Website:
http://www.dwsd.org/pages_n/careers.html