

**CLASS SPECIFICATION**

10/12/2023

HARBOR FINANCE ADMINISTRATOR, 1652

Summary of Duties: A Harbor Finance Administrator advises Harbor Department's executive management on fiscal and financial management issues; manages staff performing this work; applies sound supervisory concepts and techniques in building and maintaining an effective workforce; fulfills equal employment opportunity responsibilities; and performs related work.

Class Characteristics: An employee of this class is responsible for advising the Harbor Department's executive management on complex fiscal and financial management matters whereby errors in judgment could seriously affect the Harbor Department's financial operation. An employee in this class is responsible for analyzing the financing of Harbor Department operations and obtaining efficient utilization of the department's financial resources. A Harbor Finance Administrator represents the Harbor Department's executive management. An employee of this class receives assignments in general terms, and work is reviewed for its adequacy in solving problems and meeting policy requirements.

Example of Duties: A Harbor Finance Administrator:

- Advises and recommends to the Harbor Department's executive management and Board of Harbor Commissioners on the development of sound fiscal policies and long-range financial planning;
- Analyzes economic, revenue, and expenditure trends;
- Estimates revenue from existing sources as well as recommends alternative sources of revenue;
- Analyzes and recommends alternative fiscal policies, including tariff changes and the introduction of incentive programs;
- Analyzes cash flow data to identify the cash level necessary to meet demands on the treasury and to develop investment policies for surplus funds;
- Analyzes fund balances and cost-revenue ratios for existing and projected levels of service for use in long-range planning and to anticipate financial problems;
- Provides information, advice, and recommendations on debt management issues, including borrowing policies;
- Analyzes and recommends debt management policies, debt service schedules, marketing the Harbor Department municipal instruments, and issuing bonds;
- Develops methods of financing capital improvement projects;
- Analyzes and recommends fiscal system management policies and technologies, including system design, implementation, governance, and maintenance;
- Identifies and analyzes "best practices" in comparable jurisdictions for incorporation into the Harbor Department financial practices and procedures;
- Performs special assignments as directed;

- Manages staff performing financial or fiscal analysis;
- Represents the Harbor Department's executive management before the Council and Council committees and in discussion with elected officials, City officers, and representatives of other public and private agencies; and
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

REQUIREMENTS:

1. Five years of experience in fiscal and financial management with the City of Los Angeles, two years of which must have been in a class at the level of Senior Management Analyst II; **or**
2. Graduation from an accredited four-year college or university and five years of professional experience in fiscal and financial management, two years of which must have been managing professionals performing the full range of fiscal and financial management duties.

Appointments to this class are subject to a one-year probationary period under the provisions of Section 1011 of the Los Angeles City Charter.

License: Some positions may require a valid California driver's license.

Physical Requirements: Strength to perform lifting up to five pounds and occasionally over fifteen pounds.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Such accommodation will be evaluated on a case-by-case basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.