

**CLASS SPECIFICATION**

01/11/2024

AIRPORT FINANCIAL ADVISOR, 1653

Summary of Duties: An Airport Financial Advisor advises Department of Airports' executive management on fiscal and financial management issues; manages staff performing this work; applies sound supervisory fundamentals 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 Department of Airports' executive management on complex fiscal and financial management matters where errors in judgment could seriously affect the Department of Airports' operation. An employee in this class is responsible for analyzing the financing of Airport Department operations and obtaining efficient utilization of the department's financial resources. In discussions with department officials on such matters, an Airport Financial Advisor represents the Department of Airports' 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: An Airport Financial Advisor:

- Advises and recommends to the Department of Airports' executive management and Board of Airport 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 Department of Airports 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 Department of Airports financial practices and procedures;
- Performs special assignments as directed;

- May supervise or act as a worker in charge over a staff performing this work;
- Represents the Department of Airports' 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 full-time paid professional experience in fiscal and financial management in a medium to large commercial airport, at least 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.