



SARASOTA COUNTY GOVERNMENT

CLASS SPECIFICATION

CLASS TITLE: COORDINATOR, FRANCHISE UTILITY

CLASS CODE: 31092

EEO Code: 02

FLSA: Exempt

W/C Code: 8810

Pay Grade: 11

MAJOR FUNCTION(S)

This is complex professional staff work serving as the principal rate analyst and subject matter expert in the regulation of franchised private water and/or sewer utility companies in Sarasota County. This position is responsible for analyzing, evaluating, and processing franchise applications, and making recommendations to the Board regarding all aspects of franchise regulation that includes technical, financial, and administrative assignments.

TYPE OF DUTIES:

- Administers and regulates all franchised water and sewer utility companies in Sarasota County in accordance with the franchise ordinance.
- Interprets and enforces the franchise ordinance and related rules and regulations.
- Reviews all franchise related applications regarding the adjustment of rates and charges, transfer of ownership, and extension of service.
- Prepares recommendations and makes Board presentations on all franchise-related matters.
- Performs overearnings analyses, rate reviews, and annual report reviews. Initiates and conducts rate investigations based results of analyses.
- Testifies as an expert witness at rate hearings, in courts of law, and at Board meetings.
- Investigates franchise customer inquiries/complaints and is responsible for the resolution of conflicting opinions.
- Responsible for developing and monitoring the franchise budget.
- Responsible for managing, assessing, monitoring, auditing, and verifying the collection of franchise fees.
- Develops recommended ordinance and rule changes based on monitoring the regulatory environment. Conducts ordinance and rule change workshops.
- Prepares and monitors audit services requests for rate adjustment applications, and prepares the Request for Proposals (RFP) for rate reviews if needed. Coordinates and provides technical support for questions related to the RFP and rate adjustment applications.
- Performs audit for rate adjustment applications, or directs the audit if an outside company is used.
- Negotiates franchise renewal terms with the franchisees.
- Evaluates existing reporting systems and, as necessary, designs and develops more efficient forms for reporting fiscal data.
- Analyzes computer data, financial data, and statistical information.

Type of Duties (continued)...

- Reviews and evaluates reports submitted by franchised water and sewer utility companies.
- Coordinates rate investigations with the Office of the County Attorney and other County departments and the franchisee, franchise customers, Interveners, the State of Florida, and other affected parties.
- Responsible for internal record keeping and reporting systems.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of accounting principles, practices, and procedures.
- Knowledge of the practices, procedures and regulations concerning the franchising of water and sewer utilities.
- Knowledge of the laws, rules, and regulations applicable to the regulation of public utilities and regulatory accounting procedures and principles.
- Knowledge of computer programming and the use of financial and database software for personal computers.
- Ability to effectively negotiate and deal with officials, franchisees, and the general public.
- Ability to analyze financial reports and to prepare complex financial reports and statements.
- Ability to establish and maintain effective working relationships with others.

MINIMUM QUALIFICATIONS

A Bachelor's Degree from an accredited college or university in business or public administration, accounting or related field, and five years of progressively responsible professional experience in accounting or auditing in a government or regulatory environment. Possession of a valid Florida Certified Public Accounting certificate is required upon appointment.

APPROVED BY:

James L. Ley, County Administrator

DATE:

October 1, 2002

History: 10/30/1997