

CLASSIFICATION SPECIFICATION



CLASSIFICATION: Director of Finance and Administration
ALLOCATION: Community Development & Services Agency
FLSA STATUS: Exempt
UNION AFFILIATION: N/A - Management

ESTABLISHED: July 2012
REVISED:

JOB SUMMARY:

Plan, organize, coordinate and direct the finance, administration and agency related functions within a County agency, including managing, organizing, supervising and implementing a variety of program planning and evaluation, financial planning and analysis, budgetary, administrative, personnel, management analysis, contract/grant development and management, purchasing and liaison functions for the designated agency; coordinate finance, administrative and personnel activities with or for other departments; serve in a consultative role to the agency head or other directors to address and resolve administrative, programmatic and policy matters; provide complex assistance to the agency Director in areas of expertise; implement and facilitate a wide variety of programs and projects; and perform related duties as assigned.

This is a single executive level in the financial series.

CLASS CHARACTERISTICS:

This position reports directly to the Community Development & Services Agency Director. This class is distinguished from the Sheriff's Financial Manager in that the former is a department head responsible for programs and functional areas in addition to the financial and administrative functions of an Agency. This class is further distinguished from the Community Development & Services Agency Director in that the latter has overall management responsibilities for all activities and functions and establishes Agency vision, goals, policies, practices and procedures.

EXAMPLES OF DUTIES:

Essential:

- Develop and implement the fiscal and administrative goals, objectives, policies, procedures, systems, and work standards for assigned divisions and functions; recommend changes to increase the efficiency and effectiveness of the agency; coordinate with the other department heads within the agency, the County Administrator's Office, other County departments and outside governmental agencies to accomplish the complex function of the agency.
- Manage projects, programs and/or divisions that are not traditionally financial or administrative but are a part of the Agency programs and services; may manage other agency departments on a project or as needed basis.
- Analyze and evaluate program performance and service objections for functional areas assigned; establish and develop goals and objectives for long and short range programs and follow-up to ensure timely completion.
- Plan, organize, administer, train, review and evaluate the work of professional, technical and office support personnel in the functional areas assigned; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the agency.
- Plan, direct, manage and participate in multiple and complex fiscal accounting operations; review, monitor and analyze the activity of revenue and expense accounts; update management staff; make recommendations regarding budget and program issues and implement appropriate cost recovery of expense reduction policies to maintain balanced budgets within the agency.
- Oversee the preparation of multiple budgets and revenue and expense reports within the Agency; control program activities of assigned functional areas within budgetary limits and guidelines; review program funding, staffing and operational needs and develop future programmatic and financial plans.
- Determine and recommend to the Agency Director new service programs or changes to existing programs to improve the service provisions for the agency.
- Direct and prepare staff reports and exhibits to update the Board of Supervisors, County management and other related departments or agencies on the activities of the Agency.
- Monitor, analyze and implement fee related funding sources and oversee the development, submission and administration of grant applications, including the timely submission of required program, audit and financial reports.
- Represent the County in meetings regarding assigned Agency functions; resolve complex problems

within the required codes, regulations and standards.

- Monitor state and federal regulations and legislative activities pertaining to the assigned responsibilities; evaluate their effect on County activities; recommend and implement changes to policy and procedures as appropriate.
- Coordinate agency purchasing activities, including the preparation and distribution of requests for proposals for professional services and construction materials; analyze proposals and negotiate and administer resulting contracts.
- Analyze the economic and financial feasibility of proposed projects; analyze alternative methods of financing and make appropriate recommendations.
- Ensure that assigned functions comply with applicable federal, state and local laws and ordinances.

Important:

- May be required to give presentations to various legislative and governmental bodies.
- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations.
- Research and prepare technical and administrative reports; prepare written correspondence.
- May be required to drive a motor vehicle.
- Use standard office equipment, including a computer, in the course of the work.

EMPLOYMENT STANDARDS:

Knowledge of:

- Principles and practices of management necessary to plan, organize, direct, motivate, manage and evaluate the staff and functions of the financial and administrative operations of a large, complex public agency.
- Business and management principles involved in strategic planning, resource allocation, human resources modeling, conflict resolution, leadership techniques, production methods, and coordination of people and resources.
- Principles and practices of public administration, budget, management analysis, supervision, personnel management, employee relations, modern information systems applications and organizational development.
- Theory, principles, practices and application of government budgeting and accounting, fiscal management, budget control, cost accounting and public funding, including methods of financial reporting and financial statement preparation.
- Federal and State grant procedures and management.
- Federal and State laws, rules and regulations pertaining to governmental financial accounting and budgeting.
- Principles and practices of contract negotiation and administration.
- Principles, practices and techniques for working effectively with appointed and elected officials of the County and other government jurisdictions.
- Principles, practices and funding sources related to the provision of a variety of services to the public.
- Geographic socio-economic, transportation, political and other elements related to the County service provision process.
- Applicable laws, codes and regulations related to Agency functions.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, often where relations may be confrontational or strained.
- Modern office procedures and computer equipment.

Skill in:

- Planning, organizing, directing and evaluating the financial and administrative operations of a complex agency, including developing and implementing goals, objectives, policies, procedures and work standards for the financial and administration function for a variety of departments or agency.
- Planning, training, reviewing and evaluating the work of assigned staff, including setting and evaluating performance standards.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Defining and analyzing problems and issues, identifying alternative solutions, projecting consequence of action and implementation of recommendations.
- Preparing and directing the preparation of multiple, complex departmental and grant budgets; complex and diverse claiming processes and audit reviews.
- Analyzing budget and technical reports; interpreting and evaluating staff reports; monitoring budgets to ensure conformance with revenue expectations and expenditure plans.

- Interpreting, applying and explaining complex codes, ordinances and regulations.
- Effectively analyzing and evaluating complex financial, budgeting and administrative problems and implementing effective solutions.
- Using tact, patience, courtesy, discretion and prudence in dealing with those contacted in the course of the work.
- Motivating, developing and directing people as they work, identifying the best people for the job.
- Representing the department, Agency and the County and coordinating activities with members of other departments, public agencies and private organizations.
- Making effective public presentations.
- Gaining cooperation through discussion and persuasion.
- Maintaining accurate records and files and making accurate arithmetic and statistical calculations.
- Communicating clearly and concisely, both verbally and in writing.

Ability to:

- Effectively manage, train, develop and motivate subordinate staff.
- Exercise initiative, ingenuity and sound judgment to solve difficult fiscal and administrative problems.
- Reason both deductively and inductively.
- Give full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at inappropriate times.
- Effectively represent the department and Agency before the Board of Supervisors, County Administrator, the public, media and other entities and organizations.
- Establish and maintain effective working relationships in a diverse work force and community.
- Perform calmly, purposefully and appropriately in emergency and stressful situations.
- Maintain composure, keep emotions in check, control anger, and avoid aggressive behavior, even in very difficult situations.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group IV) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Mobility to drive a motor vehicle and access work sites associated with Agency programs and attend meetings.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Generally a typical office environment.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Attend meetings and functions outside standard work hours.
- Must successfully complete an extensive and thorough background investigation which may include Live Scan fingerprinting prior to hire.
- Must file statements of economic interest with the Yuba County Clerk/Recorder.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Bachelor's Degree from an accredited college or university in Accounting, Business Administration, Economics, Finance, Public Administration or a field related to the work and six years of progressively responsible experience in accounting or financial analysis which has included at least three years in a supervisory/management capacity.

PREFERRED: In addition to the minimum, possession of a Bachelor's degree in a field related to the agency functions (i.e. building, code enforcement, engineering, environmental health, finance, housing, or planning) and/or a Master's Degree in a field related to the agency functions, additional progressively related or management experience in a field related to the agency functions, preferably in a public agency. Possession of additional Professional level certificates or licenses related to agency functions is desirable.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Community Development Agency
Approval: Kevin Mallen
Date:

EEOC: A
WC: 9410

Human Resources Approval: Iva Seaberg
Date:

Signature: _____

Signature: _____