



Office of Human Resources  
Fiscal Administrator III - CV2312  
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### General Statement of Duties

Performs specific fiscal activities or projects within a specialized functional area with citywide impacts, which requires a thorough foundation in the principles and practices of the functional area in order to maintain and improve the efficiency and effectiveness of the functional area, and provides authoritative advice to top level managers and elected officials on matters of key importance to City programs, goals, and the overall mission.

### Distinguishing Characteristics

The Fiscal Administrator I has division level responsibilities and may have some departmental responsibilities within a defined scope. This classification typically reports to a manager or a Fiscal Administrator II.

The Fiscal Administrator II has department level responsibilities and may have some citywide responsibilities within a defined scope. This classification typically reports to a director or a Fiscal Administrator III.

The Fiscal Administrator III has citywide responsibilities or department-wide responsibilities with citywide impacts or implications. This classification typically reports to an executive level position.

#### Administrator Definition:

The administrator serves as a technical expert with regard to fiscal matters and is a resource within the specialized functional areas of accounting, budgeting, or finance, resolves complex and technical issues, designs business systems and processes, and creates policies and procedures in alignment with fiscal rules and regulations that directly impact the day-to-day operations within the specialized functional area.

Additionally, administrators are focused on functional area activities and projects and not the supervision or management of staff. An administrator may perform supervision or lead work; however, these duties are not the primary focus of the position. The primary focus of the position is subject matter expertise within a specialized functional area.

### Level of Supervision Exercised

By position, performs supervision or lead work over employees within a specialized functional area.

### Essential Duties

Acts as a chief representative and key resource in a functional area within accounting, budgeting, or finance for the City, which includes working with City departments and agencies, elected officials, and other stakeholders, and serves on special committees where decisions, commitments, and conclusions have considerable impact on the operations of critical governmental activities.

Develops and maintains effective working relationships with a broad spectrum of key officials outside of the organization in order to effectively gain necessary executive, legislative, and related support for management decisions on priorities and goals.

Presents functional area accomplishments and issues to cabinet members, elected officials, and others within the highest levels of government and makes recommendation for critical changes.

Defines functional area goals and objectives, manages the development and implementation of goals, objectives, policies, and priorities, and evaluates functional area performance in meeting goals and objectives.

Explains, justifies, and defends the functional area's policies and activities and negotiates and resolves sensitive and controversial issues.

Manages and participates in legal, fiscal, and procedural monitoring activities, evaluates the effect of unforeseen developments on plans and activities, and presents to top level management suggested changes in function direction and redirection.

Oversees the financial operations of a functional area, develops annual operating budget, monitors financial functions and activities, and prepares fiscal reports for management review and decision making.

Directs the development and administration of contracts within the functional area, which includes drafting RFPs for professional and services contracts, forming committees for evaluation and selection of applications, monitors expenditures, evaluates performance, and ensures contract compliance.

By position, performs some or all of the elements of supervision or lead work including work planning, instruction, and review, handling grievances and disciplinary actions, hiring and dismissing employees, and evaluating employee performance.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### Competencies

**Working with People** - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

**Decision Making** - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Financial Management** - Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

**Influencing/Negotiating** - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

**Oral Communication** - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

**Writing** - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### Knowledge & Skills

None

**Education Requirement**

Bachelor's Degree in Accounting, Finance, Economics, Business Administration, or a related field.

**Experience Requirement**

Three (3) years of full performance, professional level experience overseeing and administering functional or operational aspects of fiscal business operations.

**Education & Experience Equivalency**

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

None

**Working Environment**

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: remaining in the normal seated position.

Carrying: transporting an object, usually by hand, arm, or shoulder.

Balancing: maintaining body equilibrium to prevent falling over.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Vision Near Acuity: ability to see clearly at 20 inches or less.

Accommodation: ability to adjust vision to bring objects into focus.

Walking: transporting body and objects from place-to-place.

Bending: bending at the waist to move an object from one level to another.

Kneeling: to access documents at a lower level.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**Background Check Requirement**

Criminal Check

Education Verification

Employment Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: V-817**

**FLSA Code: Y**

**Established Date: 9/21/2018**

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**