



Office of Human Resources
Fiscal Administrator I - CV2310
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General Statement of Duties

Performs specific fiscal activities or projects within a specialized functional area with divisional 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 supportive, interpretive, and advisory information to higher level administrators, managers, and stakeholders.

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, auditing, 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 or auditing standards 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

Manages specific fiscal activities and projects within accounting, auditing, budgeting, or finance, participates in the development of short-term and long-range planning initiatives for the functional area, and serves as a liaison with other departmental officials, community groups, and other units. Specific fiscal functional areas may include: accounting, budgeting, and finance oversight, operational monitoring, evaluation, and decision making, compliance and fiscal reporting, and property, tax, or asset valuation.

Acts as a technical expert in a functional area within accounting, auditing, budgeting, or finance, provides consultative and technical guidance to managers, officials, and stakeholders, and manages fiscal matters or issues with regard to decision making.

Develops and implements policies and procedures that impact business operations and administrative activities at the division level, provides advice and interpretative information pertaining to current practices, evaluates business processes and impacts of change, and makes recommendations for modifications to functional area.

Conducts studies and research projects within the scope of the functional area, prepares comprehensive reports that reflect findings and conclusions, and recommends solutions in areas that require attention or change, and implements approved recommendations.

Evaluates the overall effectiveness of the functional area, ensures compliance with applicable laws, regulations, applicable standards, and policies, and assists in establishing processes and controls to ensure compliance.

By position, develops and administers contracts, 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, develops and implements a division budget and approves expenditures.

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

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

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.

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-813

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: