



Office of Human Resources
Fiscal Operational Supervisor II - CV2908
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General Statement of Duties

Second level supervisor over a section(s) through subordinate supervisors that supervise paraprofessional, technical, and administrative support staff engaged in fiscal administrative functions and activities.

Distinguishing Characteristics

The Fiscal Operational Supervisor II may oversee a variety of the major duties and responsibilities described within the essential duties section of this job description and performs various elements within those major duties and responsibilities, but the Fiscal Operational Supervisor II may not oversee all of the essential duties outlined below as this is a citywide classification, which encompasses a wide range of work.

The Fiscal Operational Supervisor II may work within an agency or department supervising various fiscal administrative functions or activities, or work within an organization that services multiple agencies and departments with regard to fiscal administrative functions or activities.

The Fiscal Operational Supervisor II is distinguished from the Fiscal Operational Supervisor I, which performs direct supervision of paraprofessional, technical, and administrative support staff.

Level of Supervision Exercised

Supervises two or more frontline supervisors engaged in fiscal activities.

Essential Duties

Supervises first level supervisors that supervise paraprofessional, technical, and administrative support staff engaged in fiscal administrative functions and activities, which includes recordkeeping and reporting, accounts payable, accounts receivable, tax and property assessment and valuation, payroll, purchasing and procurement, permits and licensing, revenue and cash management, tracking and monitoring expenditures, and budget document preparation.

Works with stakeholders both internal and external to the City, responds to inquiries, provides complex information and assistance with regard to fiscal information and transactions, works with client groups to resolve discrepancies, and guides management with decision making.

Provides leadership and direction with regard to fiscal administrative operations and functions in order to achieve goals and objectives, develops and implements short-term and long-range planning initiatives, and directs operational policies and performance metrics.

Plans, directs, and administers the operations of section(s) supervisors and staff, devises and evaluates performance standards for the assigned area(s), and develops long range/short term goals and objectives for the assigned area(s) in conjunction with departmental plans and goals.

Supervises the work of staff in the performance of operational functions ensuring a high-performance, customer service oriented work environment that supports a department's mission and goals and recommends changes in practices and procedures to increase operating efficiency and expedite work flow.

Develops and implements operational policies in accordance with departmental, state, and/or federal mandates and/or legislation and ensures policies are regularly evaluated in accordance with legislation, governmental requirements, and standards.

Develops and improves relationships among various work groups by encouraging, developing, and strengthening cooperation and leadership in inter-group relations and communications.

Develops and implements staff training and development programs that provide opportunities for individual employee growth and long range development of employees.

Assists in developing and managing the budget for the assigned area(s) and allocating funds in order to accomplish division goals and objectives.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

By position, directs or assists with the development of contracts within the operational area(s) including drafting RFP for professional/services contracts, evaluating proposals, selecting successful bidder, administering the contracts, and monitoring contracts for compliance and expenditures.

By position, implements new legislation, and fiscal rules and policies.

Performs other related duties as assigned.

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

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Financial Management – 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.

Influencing - Collaborates with, persuades and influences others.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

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.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

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, Business Administration, Public Administration or related field.

Experience Requirement

Three (3) years of supervisory experience within a fiscal operational area.

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-810

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: