



Office of Human Resources  
Fiscal Operational Supervisor I - CV2357  
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### General Statement of Duties

Supervises paraprofessional, technical, and administrative support staff engaged in fiscal administrative functions and activities.

### Distinguishing Characteristics

The Fiscal Operational Supervisor I 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 I 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 I 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 I is distinguished from the Fiscal Operational Supervisor II, which performs second level supervision.

### Level of Supervision Exercised

Supervises two or more paraprofessional, technical or administrative support staff.

### Essential Duties

Supervises 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 general information and assistance with regard to fiscal information and transactions, works with client groups to resolve discrepancies, and guides management with decision making.

Supports fiscal administrative operations and functions in order to achieve goals and objectives, implements process improvements, monitors performance, creates reports and spreadsheets, and advises management of developments and trends.

Plans, assigns, and evaluates the work of staff members, provides technical expertise to staff, establishes and/or monitors current methods and policies, and recommends changes in practices and procedures to increase operating efficiency and expedite work flow.

Trains new staff members on applicable standards, regulations, and requirements for the assigned work area(s), orients staff with appropriate policies and procedures, and ensures that work conforms to policies, standards, and regulations.

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.

Resolves problems encountered during daily operations and determines standards for problem resolution including escalations from clients.

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, assists in the development and processing of contracts including participating in drafting RFP for contracts, evaluating proposals, and administering 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**

Associate's Degree in Accounting, Finance, Business Administration, Public Administration or related field.

**Experience Requirement**

Three (3) years of experience performing technical or administrative work 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**

Professional Supervisor

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: V-808**

**FLSA Code: Y**

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

**Established By: LS**

**Revised Date:**

**Revised By:**

**Class History:**