



Office of Human Resources  
Fiscal Administrator II - CV2311  
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### General Statement of Duties

Performs specific fiscal activities or projects within a specialized functional area with department-wide 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 administrative direction to department leaders with regard to strategic planning associated with the functional area.

### 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.

### Essential Duties

Oversees specific fiscal activities and projects within accounting, budgeting, or finance, provides leadership and technical expertise, develops short-term and long-range planning initiatives, and outlines goals, objectives, and priorities for the functional area. 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.

Manages the development and implementation of performance criteria for the functional area and evaluates the functional area's performance in meeting goals and objectives.

Acts as a technical expert in a functional area within accounting, budgeting, or finance, performs legislative and policy analysis, formulates approaches and plans to address issues, and briefs management on concerns and issues, and manages fiscal matters or issues with regard to decision making.

Communicates with representatives from various City agencies, community and business groups, and other stakeholders regarding issues or concerns of major significances, and chairs or participates on task forces in order to resolve complex technical issues.

Develops and implements policies and procedures that impact business operations and administrative activities at the department or agency level, modifies and implements procedures to increase operating efficiency, and determines effectiveness of desired results.

Ensure compliance with fiscal rules and policies, monitors and assesses compliance, and makes recommendations for improvements.

Administers the financial operations of a functional area, which including developing the annual operating budget, monitoring financial activities, developing required budget reports, and preparing fiscal reports showing the financial status of operations for departmental managers.

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.

Prepares annual reports and summaries detailing accomplishments, goals, and objectives, and evaluates overall performance of the functional area or activities.

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

**Level of Supervision Exercised**

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

**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.):

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Bending: Bending or positioning oneself to move an object from one level to another.

Carrying: Transporting or moving an object.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

**Background Check Requirement**

Criminal Check  
Education Verification  
Employment Verification

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade:** V-815  
**FLSA Code:** Y  
**Established Date:** 9/21/2018  
**Established By:** LS  
**Revised Date:**  
**Revised By:**  
**Class History:**