



CLASS SPECIFICATION

Class Code: 17351
Date Est: 08/2012
Last Rev:
Last Title Chg:
FLSA: Exempt
Probation: 12 months

DIVISION DIRECTOR FINANCE AND ADMINISTRATION

DEFINITION

Under administrative direction, the Community Services Department (CSD) Finance and Administration Division Director is accountable for directing and managing the financial aspects of CSD in a fiscally accountable manner and ensuring that relevant financial information is reported accurately and in accordance with internal and external reporting requirements and standards. The Finance and Administration Division Director is focused on monitoring the financial state of CSD against its operational and financial goals, projections and County approved policies and guidelines to ensure CSD's fiscal integrity and to safeguard its assets. The Finance and Administration Division Director is a key advisor to the CSD Director and is a member of the CSD Executive Team.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor's Degree from an accredited college or university in Finance, Accounting, Operations Management, Business or Public Administration or a closely related field and six years of progressively responsible full-time experience in finance, budgeting, or accounting in a municipal or other governmental environment to include three years experience in a supervisory/management capacity; OR an equivalent combination of education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

This is a management position, exercising direct and indirect supervision over a division made up of professional finance and accounting, administrative services and central services staff providing internal services to Community Services Department.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Contributes to development of the strategy, objectives, long term and annual financial plans, and operating model for CSD by participating in the development and implementation of organization strategy.

Contributes to the optimal management of capital, financial and human resources for CSD to achieve its strategies and objectives, with focus on reviewing and advising on organization-wide resource allocation and performance, by overseeing CSD's financial planning and budgeting process in accordance with County guidelines and monitors expenditure variances and by providing feedback and financial advice and counsel to the CSD Executive Team.

Contributes to the development and implementation of inter-divisional programs, services and protocols and the allocation of the optimal resources to such programs and services by engaging in organization wide priority setting, resource allocation, and decision-making and allocating Finance and Administration Division resources as needed to maximize the accomplishment of both intra-divisional and inter-divisional priorities.

Within the parameters and priorities established by the Department Director, establishes the objectives, policies, organization structure, operating and staffing model for the Finance and Administration Division to enable the Division to meet its pre-agreed goals.

Develops and implements performance metrics, quality standards and reporting of performance of Finance and Administration Division programs, projects and services against pre-established and agreed performance standards.

Builds and develops a Finance and Administration Division leadership team and leads that team in the achievement of the Finance and Administration Division's business objectives.

Develops and administers the Finance and Administration Division budget, including developing projections for staffing, materials and services requirements and recommending and justifying staff, equipment, services and service levels.

Creates and sustains a culture of continuous business improvement within the Finance and Administration Division to enhance the efficiency and effectiveness of the Finance and Administration Division's service delivery by and creating an organizational culture designed to support the delivery of a wide range of high quality and necessary services to the community.

Maintains current knowledge of budgeting and accounting policies and rules; develops and implements policies and procedures to implement those within CSD.

Oversees the establishment and implementation of the CSD's internal financial controls and compliance processes.

Establishes and sustains a culture of personal and collective accountability within the Finance and Administration Division; monitors performance and provides feedback and coaching to employee; encourages teamwork and collaboration.

Acts as a pro-active participant in the CSD Executive team and represents the CSD internally and externally in a manner which enhances the image and effectiveness of CSD.

May perform other duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

County, departmental/division policies and procedures.

Countywide personnel policies.

Computer software specific to the work of the department/division.

Principles and practices of management and supervision; including program planning, implementation, and administration.

Principles of budget preparation and fiscal accounting.

Washoe County budget process and pertinent policies and procedures of other County department (e.g., Purchasing, Finance, Risk Management).

Provisions of applicable collective bargaining agreements.

Financial management and planning principles, practices and their application to government operation including utilities, public works, capital projects, general fund operating and special revenue funds.

Accounting principles and practices and their application to a variety of government and enterprise and special revenue funds accounting transactions.

Business operations and management principles, practices and their application to the operations and management of governmental functions.

Utility rate setting and fee-for-service methods, processes, and procedures.

Preparation/review of financial statements in accordance with Generally Accepted Accounting Principles.

Principles of management including supervision and training.

Budget development and control.

Process improvement and performance management principles and practices and their application to governmental functions.

Ability to:

Organize, direct, and coordinate the activities of a division responsible for delivering financial and administrative support services to a large department providing a diverse range of community services.

Develop and administer Departmental and Divisional budgets.

Participate in the development of short and long-term capital improvement plans.

Perform a variety of complex financial and accounting analysis; monitor and verify the accuracy of fiscal records and reports; prepare a variety of financial reports and statements; and gather, organize, analyze, and present a variety of data and information.

Operate a personal computer and use a variety of fiscal/accounting software.

Evaluate operational problems or situations, develop sound conclusions, and make effective decisions and/or recommendations.

Supervise personnel, including training, assigning and reviewing work, administering discipline, and conducting performance evaluations.

Implement work methods and procedures that promote a safe working environment and ensure proper staff training in work safety.

Research and apply County policies and procedures, Nevada Revised Statutes, accepted internal control practices, and accounting principles to fiscal accounting and reporting.

Communicate effectively both orally and in writing.

Maintain cooperative working relationships with Department staff, representatives of other departments, auditors, contractors, management staff, elected officials, and the general public.

Make presentations and represent the Washoe County Community Services Department in various public forums such as County Commission meetings.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, and telephones. Work is usually performed in an office environment and occasionally outdoors.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.