



CLASS SPECIFICATION

Class Code: 17653
Date Est: 03/2014
Last Rev:
Last Title Chg:
FLSA: Exempt
Probation: 12 months

FISCAL MANAGER – SHERIFF’S OFFICE

DEFINITION

Under direction, plans, organizes and directs the operation of fiscal, state and federal programs in the Washoe County Sheriff’s Office. Manages the fiscal operations of the department including administering grants and contracts; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A Bachelor’s degree from an accredited college or university in accounting, finance, public administration, business administration or a closely related field, plus five years of full time progressively responsible experience in professional accounting and fiscal management which includes two years in a public safety environment; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

NA

SUPERVISION EXERCISED

Exercises direct supervision over clerical and technical support staff.

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

Develop, implement and monitor fiscal policies and procedures ensuring the efficient and accurate fiscal operation of the Sheriff’s Office and fiscal compliance with Federal, State, and County requirements.

Manage, monitor and control all fiscal functions within the Sheriff’s Office, including maintenance of financial records and preparation of financial reports, working with other department staff as necessary. Forecast revenues and expenditures. Review and approve the department payroll and payments for services.

Supervise assigned staff which includes participating in staff selection, providing training in proper work methods and techniques, assigning and reviewing work, conducting performance evaluations, implementing discipline and conflict resolution procedures when necessary.

Serve as project team leader, providing training, guidance and mentoring; direct large or complex studies/projects to ensure completion in a timely fashion.

Direct the collection of revenues from grants, contracts and fees.

Manage the Sheriff’s Office grants, including the transmittal letter, application packages, project assurances, financial reports, program reports, and related audits. Insure compliance with grant requirements.

Assist with the management of contracts and agreements with other agencies, vendors, medical providers, and professional personnel, ensuring compliance with department and County policies and procedures.

Analyze the productivity and operational performance of departmental programs through the review of work methods, procedures and other measures, and develop recommendations for changes in department structure,

work procedures, workflow and/or equipment used to ensure cost effective operations and to avoid duplication of services.

Prepare and present written and oral reports containing detailed findings and recommendations to address a variety of administrative problems, improve services and operations, and evaluate functions and programs.

Represent the Sheriff's Office with the Board of Washoe County Commissioners, other government agencies, community groups, and the general public.

Participate in various committees, researching a variety of issues; define problems, make recommendations and assist with implementation of action plans.

Research, compile, tabulate, analyze, and interpret financial data and information on activity within the Sheriff's Office.

Serve as functioning backup and provide direct assistance for staff to ensure all fiscal tasks are completed in a timely fashion when limited staff is available.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department/division policies and procedures including law enforcement practices.

Washoe County budget and finance policies and procedures.

Operations, functions, programs, and services offered by the Sheriff's Office and their fiscal impact.

Nevada Revised Statutes, which impact and regulate assigned department/division operations.

Federal, state and local laws, statutes, codes, financial regulations and standards pertaining to impact of governmental and Sheriff's Office operations.

Countywide personnel policies such as sexual harassment, discrimination, and EEO.

Management information systems and software programs used in the assigned area.

Ability to:

Plan, coordinate, and direct the full scope of fiscal operations of the Sheriff's Office.

Perform the fiscal analysis work related to assigned department/division operations and functions.

Select, supervise, train, and evaluate the performance of assigned staff.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of budgeting, governmental accounting, cost/benefit analysis, forecasting, fiscal impact analysis and sound financial management.

Contract and grant administration.

Principles of general management, supervision, and training.

Methods and techniques of financial and statistical data collection and report preparation.

Methods and principles of program planning, analysis and evaluation techniques.

Computer software and hardware used for fiscal analysis and financial management.

Ability to:

Plan, coordinate, manage, and supervise assigned programs, fiscal services, and administrative functions.

Analyze information, project consequences, formulate alternative solutions, and make appropriate recommendations.

Provide supervision, training, and work evaluation for assigned staff.

Read, interpret, and apply pertinent laws, codes, regulations, and standards, including administrative and departmental policies and procedures.

Research, compile, tabulate, analyze, and interpret financial data and information.

Operate a personal computer and financial management software programs.

Write reports, financial summaries, correspondence, memoranda, and other documents.

Make written and oral presentations to management, staff, advisory boards, government agencies, and external auditors.

Communicate clearly and concisely both orally and in writing.

Establish and maintain cooperative working relationships with those contacted during the course of work.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to sit for extended periods. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine.

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