



CLASS SPECIFICATION

Class Code: 17703
Date Est: 07/2014
Last Rev: 08/2018
Last Title Chg: 08/2018
FLSA: exempt
Probation: 12 months

DIVISION DIRECTOR FINANCE AND ADMINISTRATION - HUMAN SERVICES

DEFINITION

Under administrative direction, is responsible and accountable for the management of the administrative, human resources and financial operations of the Washoe County Human Services Agency; and performs related work as required in a manner consistent with the policies, procedures and practices of the department.

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 AND six years of progressively responsible full-time experience in professional accounting, budgeting or fiscal management in a governmental environment to include two years in a human services environment; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

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

SUPERVISION EXERCISED

This is a senior management position, exercising direct and indirect supervision over paraprofessional, technical, administrative and clerical staff performing work in multiple governmental accounting funds in multiple programmatic operations and physical locations.

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

Contribute to development of the strategy, objectives, long term and annual plans, and operating model for the department by participating in the development and implementation of organizational strategy and the creation of an organizational culture designed to support the delivery of a wide range of high quality and mandated services to the community.

Contribute to the optimal management of the department's financial and human resources to achieve its strategies and objectives by participating in developing and administering the annual budget, developing projections for staffing, materials and services requirements and recommending and justifying staff, equipment, services and service levels.

Contribute to the development and implementation of inter-divisional programs, services and protocols, and the allocation of the optimal resources to such programs and services engaging in organization-wide priority setting to maximize the department's effectiveness.

Plan, organize, direct and manage the daily administrative operations of the department including the coordination of employee performance and personnel actions with the Department of Human Resources.

Develop, implement and monitor fiscal policies and procedures in support of the efficient and accurate fiscal operations of the department, ensuring fiscal compliance with federal, state and county statutes, codes and policies and practices.

Plan, direct and supervise department fiscal staff in programmatic service delivery, procurement, contract management, fiscal reimbursements, budgeting, cost allocation, eligibility determinations, audits and grant accounting.

Coordinate and make recommendations to the department's senior management team regarding fiscal strategies, staffing levels, budgeting and allocations that maximize resources available to ensure the department's ability to respond to programmatic plans; assist with development of fiscal strategies to accomplish collaborative agreements and partnerships that establish creative service delivery solutions.

Manage department's fiscal services to include rate setting, updating cost allocation plans, collection of delinquent funds, monitoring grant and reimbursement programs, reviewing and approving contracts for services, preparing contracts for Board of Washoe County Commission and Purchasing Manager approval, monitoring federal reimbursements from entitlement programs, grants and state revenues; prepare annual department fund budgets, forecast capital needs, revenues and expenditures; review and approve department payments for services rendered; prepare annual year end accounting documents and respond to internal and external audit requirements; participate in biennial State of Nevada budget allocation process, responding to inquiries and providing documentation and testimony necessary to ensure continuing state block grant funding of human services.

Supervise assigned staff including participation in staff selection; provide leadership and mentoring; train in proper work methods and techniques; assign and review work; conduct performance evaluations and investigations; implement corrective action, discipline and conflict resolution.

Manage contracts and agreements with other agencies, vendors, medical providers and professional personnel, ensuring compliance with department, County Comptroller and Human Resources legal policies and procedures.

Ensure staff compliance with operating and security policies and procedures that uphold federal and state requirements for programs accessed and utilized by the department; ensure staff operate within established internal controls.

Represent the department with the Board of County Commissioners, at legislative and public hearings, other government agencies, community groups and the general public.

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

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:

Federal, state, county and departmental policies and procedures pertaining to entitlement programs, grants, trust funds and departmental fiscal and administrative operations.

Departmental and countywide policies and procedures, including personnel and management policies.

Principles of budget preparation, fiscal management and Washoe County's budget processes.

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

Nevada Revised Statutes, Washoe County Code, and practices which impact and regulate department/division operations.

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

Ability to:

Plan, monitor, interpret, coordinate and direct the full scope of departmental fiscal operations.

Prepare, present and provide recommendations across a wide variety of fiscal reports, analyses and fiscal related communications.

Select, supervise, mentor, 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.

State and federal funding programs including state block grants and traditional grants.

Contracts and interlocal agreements.

Grant administration and reconciliation to financial system.

Principles of general management, administration, supervision and training.

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

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.

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

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

Make written and oral presentations to management, staff, advisory boards, other governmental agencies, non-profit entities and external auditors.

Communicate clearly and concisely both orally and in writing.

Act with integrity; exercise appropriate discretion and maintain confidentiality of information.

Establish and maintain effective working relationships with employees, vendors, elected officials and other community partners.

SPECIAL REQUIREMENTS (*Essential duties require the following physical skills and work environment.*)

Ability to work in a standard office environment.

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