



ASSISTANT DIRECTOR OF ADMINISTRATION AND FINANCE

DEFINITION

Under general direction, plans, organizes, coordinates and directs the Agency's administrative and financial related functions, including managing, organizing, supervising and evaluating, financial planning and analysis, budgets, management analysis, and contract/grant development and management; and provides expert, professional/technical assistance and direction to Agency staff; acts on behalf of the Director as directed.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Chief Assistant Director, Health and Human Services Agency or Director, Health and Human Services Agency. Exercises general direction and supervision over management, supervisory, professional, technical, and administrative support staff through subordinate levels of management and supervision.

CLASS CHARACTERISTICS

This ~~single position~~ is a management classification which reports directly to the Agency Director. ~~Chief Assistant Director, Health and Human Services Agency or Director, Health and Human Services Agency.~~ The incumbent has significant responsibility for the development, implementation, oversight, and evaluation of the administrative and financial functions of the Agency; and has considerable latitude for the exercise of independent judgment and decision making. ~~This classification is distinguished from the Director in that the latter is a Department Head with the responsibility for overall administration and operation of the Agency.~~

This class is distinguished from the Chief Assistant Director, Health and Human Services Agency in that the latter is an assistant department head with significant responsibility for the day-to-day oversight and the overall management and administration of the Agency.

This class is further distinguished from the Director, Health and Human Services Agency in that the latter is a department head with responsibility for overall administration and operation of the Agency.

EXAMPLES OF DUTIES/TYPICAL JOB FUNCTIONS (Illustrative only/Only)

- Develop and implement Assists the Director in developing and implementing goals, objectives, policies, procedures and work standards for the Administration and Finance Division of the Agency.
- Assists the Director in planning, organizing, directing and coordinating the activities of the Agency.
- Develops and implements the fiscal and administrative goals, objectives, policies, procedures, systems, and work standards for assigned divisions and functions within the Agency; administers the fiscal and administrative responsibilities for department programs, including grant funded programs.

- Plan, direct, manage ~~Assesses the needs of the fiscal and participate~~ administrative operations of the Agency, evaluates the effectiveness of existing programs and functions; coordinates operational changes, organizational development, new program implementation, or modification of existing programs, as needed.
- Consults with other County departments and outside agencies in problem resolution, program development, and other services and activities involving mutual clients and interests.
- Plans, directs, manages and participates in complex fiscal accounting operations; ~~review,~~ monitor ~~reviews, monitors~~ and analyze ~~analyzes~~ the activity of revenue and expense accounts.
- Make ~~Makes~~ recommendations regarding budget and program issues and implements appropriate cost recovery of expense reduction policies to maintain balanced budgets within the agency.
- Oversee ~~Oversees~~ the preparation and monitoring of multiple budgets and revenue and expense reports within the Agency; control ~~controls~~ program activities within budgetary limits and guidelines; reviews program funding, staffing and operational needs and develop future programmatic and financial plans.
- Manages, through subordinate staff, all fiscal and administrative functions of the Agency, including the compilation of materials and the preparation of budgets and reports.
- Analyze ~~Analyzes~~ the economic and financial feasibility of proposed projects; analyze ~~analyzes~~ alternative methods of financing and make appropriate recommendations.
- Determine ~~Determines~~ and recommend ~~recommends~~ to the Agency Director new service programs or changes to existing programs to improve the service provisions for the agency.
- Analyze ~~Analyzes~~ and evaluate ~~evaluates~~ program performance and service objections; establishes and develops goals and objectives for long- and short-range programs and follows-up to ensure timely completion.
- Plans, organizes, reviews and evaluates the work of assigned professional, technical and office support staff; conducts or supports personnel investigations, as appropriate; makes recommendations regarding discipline, as needed; and implements approved disciplinary actions.
- Directs the selection of assigned staff and provides for their training and development.
- Direct ~~Directs~~ and prepares staff reports and exhibits to update the Board of Supervisors, County management and other related departments or agencies on the activities of the Agency.
- Represent ~~Represents~~ the County in meetings regarding assigned Agency functions; resolves complex problems within the required codes, regulations and standards.
- Coordinate ~~Coordinates~~ with other management staff within the Agency, the Chief Administrative Office, other County departments, and outside governmental agencies to accomplish the complex functions of the agency.
- Monitor ~~Monitors~~ state and federal regulations and legislative activities pertaining to the assigned responsibilities; evaluate ~~evaluates~~ their effect on County activities; recommends and implements changes to policy and procedures as appropriate.
- Reviews laws, legislation and policies for guidance in performing accounting and fiscal operations.
- Attendance and punctuality that is observant of scheduled hours on a regular basis.
- Receives and responds to inquiries, concerns, and complaints regarding service delivery.
- Serves on behalf of the Director as directed.
- Performs related work ~~duties~~ as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

~~Where college degrees and/or college course credits are required, degrees and college units must~~

~~be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.~~

Education: _____

~~Bachelor's degree from an accredited college or university with major coursework in public administration, business administration, accounting, finance, or a closely related field; a Master's degree in one of the above fields is highly desirable;~~

~~-and-~~

Experience:

~~Four years of progressively responsible experience in administration, management, budget, or other related analytical work. Experience in a public agency is highly desirable.~~

Other Requirements:

~~Possession of, or ability to obtain, a valid California driver's license.~~

Knowledge of:

- Public agency budget development, contract administration, administrative practices, and general principles related to these functions.
- Applicable federal, state, and local laws, codes, and regulations affecting the fiscal and administrative functions of the Agency.
- General and advanced accounting principles, practices, and procedures.
- Cost accounting practices and procedures.
- Auditing principles, practices and procedures.
 - ~~Federal, state, and county laws pertaining to accountability of department funds.~~
- Administrative principles and practices including goal/objective setting, policy and procedure development, work planning, and fiscal/budgetary principles and practices.
- Principles, practices, methods and current developments relating to Agency programs and functions.
- Principles and practices of program management, including design, development, proposal writing, securing funding, planning, monitoring, evaluating performance and outcomes, quality control, fiscal management, and administration.
- Principles and practices of public administration, management, and leadership, community relations and public information practices and techniques.
 - ~~Principles and practices of contract administration.~~
- Principles, practices and current trends in the delivery of Agency programs and services.
- Community needs assessment, resources and organizations related to Agency programs and services.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.

Skill in:

~~Planning, organizing, directing,~~

Ability to:

- Develop and coordinating an Agency's complex ~~implement~~ goals, objectives, policies, procedures, work standards, and internal controls for the Agency's ~~fiscal program~~ and administrative functions.
- Analyzing ~~Plan, organize, direct, and coordinate the work of management, supervisory, professional,~~

- and technical, and administrative support personnel.
- Plan, coordinate, implement, and evaluate the effectiveness of the Agency's administrative programs and functions.
- Analyze accounting, administrative and program data and draw sound conclusions.
- Analyzing ~~Analyze~~ situations accurately and adopting ing an effective course of action.
- Interpreting, explaining ~~Interpret, explain~~ and applying ~~apply~~ appropriate laws, rules, regulations, programs and procedures
- Communicating ~~Communicate~~ effectively, both orally and in writing.
- Preparing ~~Prepare~~ clear, concise, and complex accounting, statistical, and technical reports, and other written documents.
- Maintaining ~~Maintain~~ effective internal communications within a division and Agency.
- Working ~~Work~~ effectively with the county Board of Supervisors and other county officials.
- Developing ~~Develop~~ or revising ~~revise~~ accounting systems and work procedures to meet changing needs.
- Responding ~~Respond~~ calmly and professionally in emergency or stressful situations.
- Operating ~~modern office equipment including~~ Effectively use computer ~~equipment and related~~ systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use ~~of~~ fact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establishing, maintaining ~~Establish, maintain~~, and fostering ~~foster~~ positive and harmonious ~~effective~~ working relationships with those contacted in the course of work.

Education and Experience:

~~A combination~~ ENVIRONMENTAL CONDITIONS/PHYSICAL DEMANDS of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

Equivalent to graduation from a four (4) year college or university with major coursework in public administration, business administration, accounting, finance, or a closely related field; a Master's degree in one of the above fields is highly desirable;

AND

Four years of progressively responsible experience in administration, management, budget, or other related analytical work. Experience in a public agency is highly desirable.

Licenses and Certifications:

Possession of, or ability to obtain ~~The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.~~

- Environment: ~~Work is primarily performed indoors in~~ and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

~~a standard office setting and may require irregular work hours and days.~~

~~**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment; vision in the normal visual range with or without correction sufficient to read computer screens and printed documents and to operate equipment; hear in the normal audio range with or without correction. **Frequent** sitting; wrist and arm motions and upward/downward flexion of neck; fine finger dexterity of both hands, ability to grasp and hold.~~

~~**Occasional** standing, walking, bending and reaching; lifting, carrying or pushing objects~~

~~Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various County and meeting sites; vision to read printed material and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Reasonable accommodations will be made for individuals on a case-by-case basis.~~

~~ENVIRONMENTAL CONDITIONS that weigh up to 15 lbs. **Infrequent** climbing; lifting, carrying or pushing objects that weigh more than 15 lbs.~~

HISTORY

JGN: 0194

Created: NOV 2012 — BOS resolution 161-2012

Revised: MAR 2013 — HRD

~~The employee primarily works in an office environment with moderate noise levels and controlled temperatures. The employee may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.~~

WORKING CONDITIONS

~~May be required to attend meetings outside of regular working hours. As required by Internal Revenue Service Publication 1075, individuals in positions that have access to Federal Tax Information (FTI), will be subject to a background investigation and a criminal history check. In addition, individuals hired into positions that have access to FTI will be re-investigated at the frequency prescribed in Publication 1075.~~