FISCAL MANAGER

MAJOR FUNCTION

This is a responsible management and administrative position providing professional administrative budget assistance for the Administrative Services Bureau Chief in a variety of financial and administrative functions, including management of the operational programs, coordination of special projects, and preparation of the annual budget.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Develops, evaluates and revises budgetary expenditure policies and procedures; recommends implementation of new policies to improve efficient budget practices.

- Coordinates activities related to budget preparation and advises departments and offices in matters related to budgetary requirements and provides training as necessary.

- Coordinates the preparation, review and administration of long-range operational and capital improvement budget plans to ensure optimum efficiency and effective use of budget funds.

- Plans, develops, organizes, implements, and directs preparation of administrative reports and special projects as assigned.

- Conducts research, analyzes data, develops recommendations and observations, and submits written and oral reports to the Administrative Services Bureau Chief on a variety of special assignments as assigned.

- Monitors expenditures for adherence to budgetary controls and proper implementation of financial policies, rules, and regulations.

- Monitors federal, state and local laws, rules and regulations governing local government budgets and recommends strategies to ensure compliance.

- Develops procedures for implementing changes in organization and administrative systems as directed. Supervises installation of such plans.

- Makes procedural and operational recommendations to the Administrative Services Bureau Chief.

- Assist Department Directors and Managers in preparation of business plans and

performance objectives aligned with the strategic plan and with clear performance measures as well as performance benchmarks.

- Creates and oversees effective and efficient methods to track project detail and fiscal information.

SECONDARY FUNCTIONS

- Performs other duties as assigned.
- Attendance at night, after hours, or weekend meetings may be required.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, consultants, contractors, administrators, public officials, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

This position will function as a lead worker for groups of employees as assigned. Will review the work product of teams; provide guidance, advice, and assistance to others on work assignments.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATES

Education and Experience

Bachelor's degree in Business Administration or related field with 3-5 years progressively responsible budgetary experience in a moderate to large scale organization; or an equivalent combination of experience and training.

Licenses

Possession of a valid Florida driver's license.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills.

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.

- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

- Ability to write speeches and articles for publication that conform to prescribed style and format.

- Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills

- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

- Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory.

- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Abilities

- Functions independently as an expert in matters of specialized code, rules, policy, analysis, or complex technical systems.

- Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

- Ability to interpret complex and detailed technical data.

- Ability to develop policies, programs, plans, or procedures.

- Study manual work process to determine most effective methods for essential tasks.

Specialized Skills and Abilities

- Knowledge of the theory, principles and practices of public administration.

- Knowledge of research techniques, methods and practices. Ability to conduct research, analyzes and interprets findings, and prepares clear and concise reports.
- Knowledge and expert level understanding working with MS Excel spreadsheet program.
- Ability to communicate courteously, tactfully, and effectively with government officials, employees, and members of the public. Ability to speak effectively and clearly in public.
- Ability to plan, and organize work. Strong organizational skills, ability to prioritize tasks, analyze data, and meet multiple deadlines.
- Ability to work independently on time sensitive complex issues. Ability to supervise employees in a manner conducive to full performance and high morale.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

Machines and Equipment

This employee will be required to operate a computer, utility, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of tasks.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, talk or hear and is occasionally required to stand, walk, use hand to finger, handle or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl, taste or smell, and to lift up to 25 pounds. Vision requirements are close, distance, color, peripheral, depth, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be required to be exposed to outdoor weather conditions. The typical noise level for this environment is moderate.

FISCAL MANAGER

Pay Grade: 23	Status: E
Job Description Number: 6800	Revised: 02/2009