

PUBLIC WORKS FISCAL AND ADMINISTRATIVE SERVICES OFFICER

DEFINITION

Under direction, to plan, organize, coordinate, and perform in the most highly specialized administrative support, fiscal support, and/or program operation functions of the Public Works Department; to assist the department management staff with preparing and monitoring the department and County budget; to perform complex administrative support, fiscal support and/or program operation functions requiring in-depth knowledge of the County services, policies, and programs of the department; to prepare administrative, program, and/or fiscal reports, specialized documents, and other items necessary to the department; supervise and/or manage the administrative staff; manage agreements; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a highly specialized and diverse administrative/ fiscal classification for planning, organizing, coordinating, and performing administrative support, fiscal support, budget preparation and/or program operation functions of the major department assigned. An incumbent in this class may be assigned supervisory responsibilities for the day-to-day direction and oversight of administrative support staff.

The incumbent works with department and other County staff to develop, monitor and revise the annual department budget per County policy, as well as develop budgets for programs and grants within the department.

The Public Works Department operates with six divisions, Administration, Engineering, Facilities, Motor Pool, Roads and Solid Waste. Through the divisions, the Department operates within 11 budget units. These budget units are funded through various sources, including, general funds, user fees, gas tax, special assessments, and various state and federal grants. Each of the funding sources has its own specific requirements and limitations.

The incumbent must work closely with State/Federal staff to administer programs in a rapidly changing environment. The incumbent must stay current on state legislation that may affect revenues or administration of grants and programs. The incumbent may be required to develop new procedures as new sources of revenue are identified.

The incumbent supervises and trains staff and oversees daily operations, and must be able to step in when needed to assist the public, process records, answer phones, etc.

REPORTS TO

The Department Director or Assistant Director

CLASSIFICATIONS SUPERVISED

Office Assistants and/or Fiscal & Technical Specialist positions, as assigned.

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

Develop, monitor and revise budgets for Department, grants, and programs.
Prepare requests for payment from various grants and programs.
Monitor revenues and expenses for various programs and budgets.
Operate the CAMS cost accounting system.
Work with staff and the California State Controller's office to complete the Annual Road Report.
Review staff time studies, request adjustments to reflect grant/program allocations.
Prepare required reports and documentation as needed for County/State/Federal agencies.
Attend trainings, seminars, peer meetings to remain current on legislation and policies.
Supervise and train staff on daily operations.
Reconcile expenses and revenues to County records.
Prepare journal entries.
Prepare inter departmental transfers of revenues and expenses.
Review and approve vendor invoices and credit card charges for payment.
Assist or prepare contracts and purchase orders.
Process monthly payroll.
Prepare fee schedule updates as required.
Prepare annual fund accruals.
Work with County/State staff/ auditors as needed.
Answer phones, greet clients, process invoices and deposits when needed.
Assist with software upgrades at the county/state/grant level as needed.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; stool, kneel and crouch to pick up or move objects; normal manual dexterity and eye-hand coordination; physical ability to lift, push, carry, and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including telephone, calculator, copiers, FAX and personal computers.

TYPICAL WORKING CONDITIONS

Work is performed in an office or telecommute environment; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Finance with a firm understanding of accounting and budgeting procedures.
Basic accounting principles.
Principles of budget development and administration.
State/Federal grant/program administration.
Principles of supervision, training, and staff development.
Program development, monitoring, and evaluation.
Computers and software used in Department and County information systems.
Statistical and financial record keeping methods, procedures, and techniques.

Techniques for the development and analysis of a variety of specialized information as well as information and report presentation and development.

DESIRABLE QUALIFICATIONS (continued)

Ability to:

Plan, organize, schedule, coordinate, and perform most highly specialized administrative support, fiscal support, and/or program operation functions of the Public Works Department.

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

Gather, organize, analyze, and present a variety of narrative and statistical data and information.

Develop and Administer Department, grant and program budgets.

Prepare administrative reports and correspondence.

Analyze situations accurately and determine effective courses of action.

Prioritize work load to meet established time lines and special requests.

Work within multiple time frames and deadlines.

Prepare, maintain, and submit complex fiscal and/or statistical records and reports.

Maintain confidentiality of materials and use discretion in sensitive situations.

Deal tactfully and courteously with the public, other County staff, and representatives of other government agencies, when explaining the functions, policies, and programs of the Public Works Department.

Establish and maintain cooperative working relationships at the county or state level.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five years of increasingly responsible experience in performing a variety administrative support work, including substantial experience in fiscal and/or monitoring and reporting.

Desirable Training and Experience:

A bachelor's degree in Business/Public Administration with an emphasis in finance.

Being a Certified Public Accountant

Special Requirements:

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The County of Mono assumes no responsibility beyond the general accuracy of the document, nor does it assume responsibility for any errors or omissions in the information contained herein. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are determined through a meet and confer process and are subject to the Memorandum of Understanding currently in effect.