



MONO COUNTY
Date Revised:

BARGAINING UNIT: At-Will
Salary Range: 14

Health and Human Services Chief Fiscal Officer

DEFINITION

Under the general direction of the Department Director, this position plans, directs, manages and administers the fiscal, budgetary, and other administrative operations of a large multi-divisional department; directs, organizes and manages fiscal and administrative services operations, programs and activities including areas such as budget development, fiscal oversight and administrative services operations, contract administration, grants management, purchasing/procurement, personnel functions, information technology, legislative and regulatory compliance, facility and fleet management; actively participate as a member of the Department executive team and participates in strategic planning, policy development, and legislative analysis; serves as a Department liaison to a variety of internal and external contacts.

DISTINGUISHING CHARACTERISTICS

The Chief Fiscal and Administrative Officer is an at-will position. This position recognizes and is distinguished by its capacity to provide full line and functional management for activities and employees within fiscal and administrative business units. The incumbent provides a variety of highly complex professional accounting work and serves as the advisor to the Department Director on complex financial, budgetary, administrative, personnel and other relevant administrative functions.

This position is distinguished from lower-level reporting staff and supervisors by the scope, size and complexity of its purview. It is further distinguished in that it has full second-line, Department-wide fiscal and administrative oversight.

The responsibilities of this position require comprehensive knowledge and expertise in the delivery of public health and social services within a health and human services department umbrella, a high level of initiative, independent judgment and discretion, as well as strong and effective management and leadership skills.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Health and Human Services Department Director.

Exercises direct supervision over assigned supervisors and staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include, but are not limited to the represented duties below (all duties may not be performed by all incumbents.) Other administrative duties may be assigned.

- Serve as an executive team member; develop, initiate and implement departmental budget, fiscal and administrative policies, procedures and systems; participate in the identification and allocation of fiscal, staffing, and material resources; and contribute to the problem solving, decision-making, and planning activities of the Department.
- Plan, direct and manage multiple and complex budgetary operational services and functions funded by and responsible to multiple funding agencies and/or revenue sources as well as the County organization; communicate with and report to external agencies, governing boards, and/or special districts.
- Plan, organize, coordinate, and direct the administrative functions, programs, activities, and operations of the Department; formulate policies and procedures concerning activities of the Department; establish and maintain goals, objectives, and plans for carrying out the functions of the Department.
- Prepare and present budget reports and updates to the Department Director and executive team and provide guidance as the department-recognized subject matter expert of fiscal and associated administrative functions as requested.
 - Direct, oversee, and participate in the development of the Department's work plan for assigned functions; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Supervise, participate in and ensure the development and administration of Health and Human Services budgets; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments, as appropriate.
- Directly, or through Department supervisory staff, select, train, motivate, and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Develop and implement plans and procedures to enhance revenue from State, Federal, fee, and other funding sources as appropriate.
- Direct, oversee, and coordinate fiscal activities with appropriate State and Federal agencies/funding sources.
- Establish and maintain liaison with representatives of State, Federal, and local agencies, and associations and commissions as requested by the Department Director
- Build and maintain positive working relationships with coworkers, other County employees and managers, outside agencies, and community members and groups, utilizing accepted principles of effective customer service.
- Analyze and evaluate program results as related to objectives and policy guidelines; review program funding needs, formulate budget guidelines, and control program activities within budgetary limits or policies.
- Provide senior executive leadership input to the preparation of annual Department budgets; justify fund requests and staff allocations; ensure that budget is administered within Board of Supervisors approved expenditure and revenue levels as requested by the Department Director.
- Make public presentations before the Board of Supervisors, professional organizations, or public groups to provide information on Departmental budget and fiscal status.

- Perform related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED

Education and Experience

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

Experience:

Four years of increasingly responsible experience in social services or public health, including two years of significant administrative managerial experience working in a public agency.

Training:

Equivalent to a bachelor's degree from an accredited college or university with major course work in finance, accounting, economics, public administration, or related field.

Licenses and Certifications

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

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Principles and practices of County-wide operations and County administration and organization.
- Principles and practices of Health and Human Services budget development, preparation, monitoring and expenditure control.
- Pertinent Federal, State and local laws, codes and regulations including those governing County policy.
- Organizational and management practices as applied to the analysis, evaluation, development, and implementation of the administrative and financial operational needs of the Department.
- Advanced principles and practices of budget planning, preparation and implementation including financial forecasting and analysis.
- Advanced principles and practices of public and business administration with emphasis on fiscal and contract administration, personnel matters, grant oversight, purchasing, information technology, legislative and regulatory compliance.
- Program development, analysis, and evaluation of programs, policies and operational needs.
- Principles and practices of personnel administration, effective management, supervision, and training.
- Principles and procedures associated with hiring, evaluating, training, and disciplining employees.
- Organizational and management practices as applied to analysis and evaluation of programs, policies, and operational needs.
- Communication, teambuilding, motivation, mentoring and conflict resolution.

- Intergovernmental relationships and regulations affecting community service delivery.

Ability to:

- Plan, direct, interpret, and evaluate the administration and operations of the multi-disciplinary Health and Human Services Department.
- Analyze and interpret complex fiscal, administrative and regulatory data, provide and evaluate alternatives and adopt effective courses of action.
- Select, orient, supervise, and evaluate subordinate Departmental personnel.
- Plan, direct, and coordinate the work of others; develop and provide effective training.
- Establish and execute Department policies and procedures.
- Develop and implement short and long-range Department goals and objectives.
- Successfully monitor and administer multiple programmatic budgets and expenditures.
- Analyze situations accurately and take effective action.
- Prepare and present clear and concise correspondence, reports, and recommendations.
- Communicate effectively both verbally and in writing.
- Work cooperatively with other employees.
- Establish and maintain cooperative working relationships with staff, other Departments and agencies, the private sector, and the public.
- Work effectively and compassionately with various cultural and ethnic groups in a tactful and respectful manner.
- Use standard office computers for word processing and spreadsheets.

ADDITIONAL REQUIREMENTS

Travel within and outside of Mono County may be required for meetings and training.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands and work environment described here 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 functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is often required to travel to and make outside visits – occasionally on uneven surfaces with potential access barriers; to use hands to finger, handle, or feel; reach with hands and arms; and to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 10 pounds. Specific vision and hearing abilities required by this job include hearing and vision adequate to observe human interaction, and vision to input and access information from a computer system.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually quiet.