

Office of the City Auditor

CLASS SPECIFICATION CHIEF DEPUTY CITY AUDITOR

[Salary Grade 61](#)

Established: December 13, 2018

CLASSIFICATION SUMMARY

Under the general direction of the City Auditor, organizes, directs, manages, and oversees projects, programs, functions, resources, and organizational units within the City Auditor's Office. Provides expert professional advice and assistance to the elected City Auditor in establishing the strategic direction, mission, and operations of the Office.

Responsibilities include: assisting the City Auditor in overseeing all business functions of the Office, including budgeting, human resources, finance and accounting, information technology, purchasing, and continuity of operation; assisting the City Auditor with planning, directing, revising, and coordinating organizational structure and programs; deciding and communicating overall goals and standards; directing personnel and operations; representing the City Auditor and acting as the City Auditor in their absence. Responsibilities are broad in scope, allow for a high degree of program and administrative discretion, and are evaluated in terms of overall program and cost effectiveness.

DISTINGUISHING CHARACTERISTICS

Chief Deputy City Auditor is a single-incumbent and executive-level classification. This classification is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices. It is exempt from Civil Service.

Chief Deputy City Auditor is distinguished from the Hearings Officer, City Ombudsman, Audit Services Director, and Independent Police Review Director by the broad strategic and operational support provided to the City Auditor, by its role in policy development and implementation, and by acting as the City Auditor's designee in their absence.

Chief Deputy City Auditor is distinguished from the City Auditor in that the latter is an elected official responsible for performing duties under applicable statutory guidelines, and the former assists the City Auditor in meeting their responsibilities by developing, implements the strategies and goals of the Office, and regularly acts in the Auditor's absence.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of the following and related duties as assigned.

General Duties:

1. Support the mission, objectives, and service expectations of the Auditor's Office; create and promote an equitable workplace that demonstrates an environment respectful of living and working in a multicultural society.
2. Work closely with the City Auditor in setting and carrying out the vision, mission, and objectives of the Office; protect its independence from Bureaus; develop and implement policies, initiatives, and activities related to the strategic plan; provide financial management; administer policies, procedures, programs, goals, and objectives.
3. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that support the mission, objectives, and service expectations of the Auditor's Office.

4. Develop and establish performance requirements and personal development targets for staff, regularly monitor performance and provide coaching for improvement and development; evaluate performance and complete annual performance reviews; ensure employees have the opportunity to correct deficiencies and appropriate discipline procedures are implemented.
5. Oversee the development, implementation, and administration of the Office budget; facilitate division resource forecasting and monitor budget-to-actual revenues and expenditures, Office fee systems, and interagency/intergovernmental agreements., .
6. Coordinate the Auditor's Office Human Resources, procurement, and contracting activities, procedures and policies in compliance with local, state and federal law. Ensure high quality training, tools and information are available to employees. Coordinate periodic external review.
7. Plan, coordinate, organize, manage, integrate, and evaluate the operations of the Office and staff; develop and interpret administrative policies and relay instructions and policy and procedural revisions to staff; establish and enforce effective management practices.
8. Monitor the financial activities of the Office, including supervision of accounts payable and receivable, cash handling, and procurement; compile and analyze complex financial data and information; prepare comprehensive reports and recommendations; monitor developments related to finance and funding matters and evaluate their impact on operations.
9. Provide leadership and project management for all special projects that affect the Office's operations and activities, including information technology upgrades, policy, and procedural revisions, management reviews, and strategic planning initiatives.
10. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of effect on Office programs; ensure compliance.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under broad policy direction established by the City Auditor.

Oversees business operations and administration as assigned by the City Auditor.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of advanced principles and practices of public agency leadership, strategic planning, public administration, program evaluation, human resources management, budget preparation and administration, and fields related to the mission and purpose of the Office.
2. Advanced knowledge of principles and practices of management, supervision, training, and performance evaluation.
3. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
4. Knowledge of practices and procedures of enterprise and governmental accounting, including cost and project accounting, and methods of financial control and reporting.
5. Knowledge of internal control principles and practices, research methods, project management techniques and principles, and financial and other data analysis techniques.
6. Ability to manage assigned divisions and a diverse workforce; apply equitable program practices to diverse and complex services.
7. Ability to establish and maintain effective working relationships with managers and staff, elected officials, representatives of other government agencies, and others; demonstrate tact, diplomacy, and patience; gain cooperation through discussion and collaboration.
8. Ability to communicate effectively, both orally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
9. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.
10. Ability to navigate sensitive political environments.

11. Ability to facilitate inclusive participation in Auditor's Office programs and activities by communities of color and people traditionally underrepresented in local decision-making; communicate cross-culturally.
12. Ability to manage a diverse workforce and apply equitable program practices to diverse and complex services.
13. Ability to use City-specific technology and general office software programs.

MINIMUM QUALIFICATIONS REQUIRED

Any combination of education and experience that is equivalent to the following minimum qualifications is acceptable:

Education/Training: Bachelor's degree from an accredited college or university with major course work in business administration, public administration, public policy, or related field;

AND

Experience: Four (4) years of increasingly responsible experience managing programs, activities, and personnel;

OR

Equivalent combination of training and experience.

Special Requirements and/or Qualifications:

None.

Preferred Qualifications:

Supervisory or management experience working for a public agency.

Professional certification in related field.

Bargaining Unit: Nonrepresented

FLSA Status: Exempt

HISTORY

Revision Dates: