

Office of the City Auditor

**CLASS SPECIFICATION
MANAGER I**

[Salary Grade 59](#)

Established: December 13, 2018

CLASSIFICATION SUMMARY

Under general direction, responsible for managing an organizational unit, typically through subordinate supervisors, and is responsible for the success of specific programs, functions, and work of the unit.

Responsibilities include: assisting with the planning, implementation, monitoring, and reporting of specific programs or activities; planning staff work schedules, deadlines, workflow, and methods; collaborating in determining unit goals and standards; providing staff with leadership, direction, and support; establishing staff performance requirements; mentoring for staff performance improvement; planning, organizing, and evaluating the performance of the unit; reviewing and approving vendor and professional contracts; managing budget allocations; managing direct reports and potential indirect reports. Responsibilities are somewhat broad in scope, allow for some discretion in carrying out the mission and goals of the organizational unit, and are evaluated in terms of overall program and cost effectiveness.

DISTINGUISHING CHARACTERISTICS

Manager I is the first of three classifications in the Manager series. This classification is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices.

Manager I is distinguished from Manager II in that the latter is responsible for an organizational unit with a greater Office or Citywide impact, requires less oversight, and has more independent authority to make significant decisions with a high consequence of error.

Manager I is distinguished from the Supervisor series in that the former has greater responsibility for decision making, program implementation, budgets, and activities with broader organizational impact.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of the following duties and other 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. Provide leadership to attract, develop, and retain diverse, highly competent, service-oriented staff that supports the mission, objectives, and service expectations of the Auditor's Office.
3. 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.
4. Collaborate with senior management in carrying out the vision, mission, and objectives of the Auditor's Office; assist in the development of strategies, policies, and initiatives to implement the strategic plan; provide financial management; administer policies, procedures, programs, goals, and objectives.
5. Attend public meetings to assist with and make presentations, conduct community outreach,

assist the Auditor, and respond to sensitive citizen and media questions, feedback, and requests for information.

6. Prepare or lead the preparation of strategic plans and annual work plans; develop, implement, improve, and evaluate programs, projects, workflow, methods, and work products in accordance with Auditor's Office plans, budgets, and polices; perform various specialized financial, revenue, budgetary, and/or management studies and analyses.
7. Oversee, develop, and administer budget, including forecasting resources; monitor budget to actual revenues and expenditures and suggest adjustments; manage quarterly and annual budget update processes.
8. Review and analyze pertinent statutes, regulations, ordinances, and policies in terms of impact on organizational unit and to ensure compliance.
9. Plan, organize, and manage the work of staff, including developing and implementing work plans to achieve unit mission, goals, and performance measures.
10. Manage and direct the development, implementation, and evaluation of work programs, plans, processes, systems, and procedures.
11. Assist in the development of code, policy, and regulations related to the unit.
12. Prepare and present narrative and statistical program performance reports and recommendations to supervisors, management, and executive-level positions.

Specific Duties:

In addition to the General Duties, the incumbent may perform some or all of the following:

1. Ensure the Auditor's procurement process complies with state and federal law, Charter, Code, and ordinances; support division managers and supervisors in monitoring expenditures and compliance with contract terms; educate staff about procurement requirements.
2. Manage a human resources program providing general or specialized support to executive management, division managers, supervisors and employees; ensure compliance with state and federal law, Charter, Code, ordinances, collective bargaining agreements and Auditor's Human Resources Administrative Rules.
3. Maintain and update administrative rules for the Auditor's Office and coordinate with City Bureaus/Offices to ensure consistency.
4. Manage various financial programs and administrative functions, such as accounting, facilities, payroll, and customer service.
5. Manage the Council Clerk/Contracts function and related administrative responsibilities associated with City Council.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under general direction and oversight by a Manager II, Manager III, Director, or other executive-level position.

Directly supervises employees engaged in administrative support internal to the Auditor's Office. May supervise employees assigned to support City Council meetings and related functions. May indirectly supervise staff assigned to subordinate supervisors.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Knowledge of the principles and practices of leadership, operational and strategic planning, current business communication, public administration, program evaluation, budget preparation and administration, and fields related to the mission and purpose of the Auditor's Office.
2. Knowledge of principles 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. Ability to apply analytic and problem-solving skills to independently develop sound decisions, conclusions, and recommendations.

5. Ability to communicate effectively, both orally and in writing; present information, proposals, and recommendations clearly and persuasively in public settings.
6. Ability to establish and maintain effective working relationships; demonstrate tact, diplomacy, and patience, and gain cooperation through discussion and collaboration.
7. 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.
8. Ability to manage a multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
9. Ability to use City-specific technology and general office software.

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, or field related to the Auditor's Office (e.g. finance, accounting, human resources, etc.);

AND

Experience: Four (4) years of progressively responsible experience developing, implementing, and managing programs, projects, and/or personnel functions within an organizational unit, including two (2) years in a supervisory role.

Special Requirements and/or Qualifications:

Specific licensure or certification in the appropriate field may be required for certain positions.

A valid state driver's license may be required for certain positions.

Preferred Qualifications:

Management experience working for a public agency.

Advanced degree or professional certification in a field related to the Auditor's Office may be preferred for certain positions.

Bargaining Unit: Non-represented

FLSA Status: Exempt

HISTORY

Revision Dates: