

Office of the City Auditor

CLASS SPECIFICATION AUDIT SERVICES DIRECTOR

[Salary Grade 61](#)

Established: December 13, 2018

CLASSIFICATION SUMMARY

Under the general direction of the City Auditor, independently plans, organizes, and directs audits and evaluations of City government operations and programs; provides objective analysis of Bureau/Office effectiveness to City Council, management, and the public; and provides leadership and general supervision to a team of professional auditors conducting performance audits.

Responsibilities include: directing, organizing, planning, monitoring, and evaluating the work of audit staff in accordance with government auditing standards and best practices; reporting audit processes, findings, recommendations, and results to City Council, management, other governments, the media, and the public; ensuring implementation of Office goals, objectives, and performance measures consistent with the City Auditor's service expectations; reviewing and approving vendor and professional contracts; reviewing and managing budget allocations; representing the Office on complex, sensitive, and confidential issues; managing and evaluating subordinate employees.

DISTINGUISHING CHARACTERISTICS

Audit Services Director is a single-incumbent classification and the management-level classification within the Audit Services organizational unit. This classification is specific to the City Auditor's Office and may not be used by other City Bureaus/Offices. Classification is exempt from Civil Service.

Audit Services Director is distinguished from Chief Deputy City Auditor in that the former supervises Performance Auditor positions and support staff and the latter has a broader strategic and operational role within the Auditor's Office.

ESSENTIAL FUNCTIONS

The incumbent may perform a combination of the following 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. Direct and oversee the preparation of a wide variety of performance audits, studies, public reports, and recommendations regarding City services and programs; develop audit objectives and analytical methods; assist audit staff in resolving complex and unusual issues relating to audits; assist in developing audit recommendations; develop an annual audit schedule in consultation with the City Auditor.

5. Ensure staff work is performed in accordance with Government Auditing Standards, including oversight of employee training programs, coordination of periodic peer reviews, evaluating threats to auditor independence, and creating an environment that reinforces and encourages ethical behavior throughout all levels of the organization.
6. Communicate with City officials, other governmental agencies, the media, and the public about audit processes and report results; provide written and oral briefings and progress reports to Bureau/Office managers and City Council; make presentations at City Council meetings and Bureau/Office management meetings; give media presentations and respond to media inquiries; meet with civic associations, public organizations, and professional groups.
7. Assist the City Auditor with policy decisions and administration of the Office; assist with the development of the annual budget; represent the Office at official functions and professional meetings.
8. Manage budget development and administration, including forecasting resources needed for staffing, equipment, materials, and supplies.
9. Perform quality assurance activities; manage staff audits and review documentation; identify areas and make recommendations for improvement; edit audit reports.
10. Monitor implementation of audit recommendations.
11. Oversee the work of external financial firms conducting the annual financial audit of the City's financial statements required by state and federal statutes and regulations.
12. Review and analyze relevant statutes, regulations, ordinances, and policies in terms of impact on unit and to ensure compliance.

SUPERVISION RECEIVED AND EXERCISED

The work of this classification is performed under the broad policy goals and objectives set by the City Auditor. This classification has discretion in carrying out the goals of the Audit Services organizational unit in alignment with the mission of the Auditor's Office.

Directly supervises positions within the Performance Auditor series and other support positions.

KNOWLEDGE/SKILLS/ABILITIES REQUIRED

1. Thorough knowledge of principles and practices of government performance auditing and generally accepted government auditing standards established by the U.S. Government Accountability Office.
2. Thorough knowledge of principles and techniques of operational and performance auditing, research methods, program evaluation, and management analysis.
3. Thorough knowledge of government financial management, including budgeting, accounting, debt/cash management, treasury, and purchasing.
4. Thorough knowledge of research methods and statistical sampling techniques, and quantitative and qualitative analysis.
5. Thorough knowledge of the principles and practices of leadership, operational and strategic planning, business communication, public administration, program evaluation, and budget preparation and administration.
6. Knowledge of principles of management, supervision, training, and performance evaluation.
7. Knowledge of relevant federal, state, and local laws, statutes, regulations, and ordinances, and the ability to analyze, interpret, explain, and apply them.
8. Ability to plan, direct, and manage a comprehensive operational audit process covering all City programs and functions.
9. Ability to prepare clear, concise, and comprehensive reports, correspondence and other documents appropriate to the audience, and to present conclusions and recommendations clearly, logically, and persuasively to diverse audiences.

10. Ability to communicate effectively, both orally and in writing; present audit findings and recommendations, information, and proposals clearly, logically, and persuasively in public settings.
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 multicultural workforce, promote an equitable workplace environment, and apply equitable program practices to diverse and complex City services.
13. 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, and gain cooperation through discussion and collaboration.
14. Ability to exercise expert independent judgment within broad policy and procedural guidelines.
15. Ability to use City-specific technology and general office software programs.
16. Ability to navigate sensitive political environments.
17. Ability to manage a diverse workforce and apply equitable program practices to diverse and complex services

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, journalism, program evaluation, or related field;

AND

Experience: Eight (8) years of progressively responsible auditing experience, including three (3) years in a supervisory role;

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 a related field.

Bargaining Unit: Nonrepresented
FLSA Status: Exempt – Executive
HISTORY
Revision Dates: