



CLASS SPECIFICATION

Class Code: 60019150
Date Established: 07/2022
Last Reviewed:
Last Revised:
Last Title Change:
FLSA: exempt
Probation: 12 months

FISCAL AND OPERATIONS MANAGER – JUVENILE SERVICES

DEFINITION

Under direction, plans, organizes, and administers the fiscal and department operations of Juvenile Services; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in accounting, finance, public administration, business administration or a closely related field AND four years of full-time progressively responsible experience in professional accounting and fiscal management; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

A valid driver's license may be required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision.

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

Develop recommendations, implement, and monitor fiscal policies and procedures, ensuring efficient and accurate fiscal operations of Juvenile Services and fiscal compliance with Federal, State, and County requirements.

Manage, monitor, and control all fiscal functions within Juvenile Services including, but not limited to, developing or revising cost allocation plans; reviewing, controlling and maintaining financial records; implementing and overseeing internal controls for fiscal transactions; reviewing legislative bills for potential fiscal impact to the department; preparing financial reports; preparing, reviewing and validating annual department budgets; forecasting revenues and expenditures; reviewing and approving department payroll and payments for services; working with other department staff as necessary.

Supervise assigned staff, which includes staff selection; assigning, scheduling, and reviewing work; providing training in proper work methods and procedures; providing professional development, coaching, and mentoring; writing performance evaluations; and implementing discipline and conflict resolution procedures when necessary.

Develop, implement, and manage various department programs and projects for the department; provide training and guidance to staff to meet program goals and objectives.

Manage grant administration process, contracts, and agreements for the department, ensuring compliance with all applicable policies, codes, and regulations.

Conduct research pertaining to department operations and best practices; provide productivity, programmatic, and operational data to leadership to support informed decision-making regarding department structure, work procedures, workflow and/or equipment.

Prepare and present written and oral reports containing detailed findings and recommendations to address a variety of administrative problems, improve services and operations, evaluate functions and programs, in order to ensure cost effective operations and to avoid duplication of services.

Participate in various committees, researching a variety of issues; define problems, make recommendations, and assist with implementation of action plans.

Initiate and maintain a variety of resource materials, manuals, files, and records (computerized and manual) for department; maintain and update resource materials to aid in efficient departmental operations.

Coordinate and oversee assigned projects, services and activities with other programs, divisions, departments, external agencies/organizations; ensure compliance with relevant local, state and federal guidelines.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner, which does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance Level *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Departmental/divisional policies and procedures.

Countywide personnel policies such as sexual harassment, discrimination and EEO.

Federal, state, and local laws, statutes, codes, and regulations pertaining to Juvenile Services.

Washoe County budget and finance policies and procedures.

Management information systems and software used in the assigned area.

Ability to:

Make recommendations, implement, and oversee fiscal operations of Juvenile Services.

Perform fiscal and operational analysis related to Juvenile Services' operations and functions.

Select, supervise, train, and evaluate the performance of assigned staff.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Principles and practices of budgeting, governmental accounting, cost allocation principles, cost/benefit analysis, forecasting, fiscal impact analysis and sound financial management.

Principles and practices of effective supervision including leadership, motivation, development, team building, conflict resolution, employee training, performance evaluation, and discipline.

Contract agreements and grant administration.

Principles and practices of program planning, evaluation, and implementation.

Computer software and hardware used for fiscal analysis and financial management.

Ability to:

Analyze information, project consequences, formulate alternative solutions, and make appropriate recommendations.

Research, compile, analyze, and interpret data and information; write resource materials, summaries, reports, and other documents.

Plan, coordinate, and oversee administrative operations to accomplish established goals and objectives and optimize efficiency.

Read, interpret, and apply pertinent laws, statutes, codes, and regulations including administrative and departmental policies and procedures.

Make effective visual and verbal presentations for both internal and external stakeholders.

Communicate clearly and concisely both orally and in writing.

Establish and maintain cooperative working relationships with those contacted during the course of work.

SPECIAL REQUIREMENTS *(Essential duties require the following physical skills and work environment.)*

Ability to work in a professional office environment. Ability to lift and move objects weighing up to 25 lbs. Ability to use office equipment including computers, copiers, telephone, and FAX machine.

This class specification is used for classification, recruitment, and examination purposes. It is not to be considered a substitute for work performance standards.