



Office of Human Resources  
Fiscal Administrator III - CV2312  
THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Performs specific fiscal activities or projects within a specialized functional area with citywide impacts, which requires a thorough foundation in the principles and practices of the functional area in order to maintain and improve the efficiency and effectiveness of the functional area, and provides authoritative advice to top level managers and elected officials on matters of key importance to City programs, goals, and the overall mission.

### Distinguishing Characteristics

#### Administrator Definitions

Administrators are individual contributors, internal consultants, and technical experts within a specialized functional area of the organization and provide administrative and strategic direction to department and agency leaders.

Administrators solve complex business issues, design systems, establish policies and procedures, and implementing guidelines, rules, and regulations that are critical and directly impact the ongoing operations of a functional area.

Administrators may perform supervision or lead work of support positions within the functional area; however, these duties are not the primary focus of administration.

A functional area is a core component or major operational area within a business enterprise, such as accounting, finance, human resources, information technology, legal services, and operations.

#### Administrator Levels

The Administrator I focuses on division-level responsibilities and may have some department/agency-wide responsibilities within a defined scope. This classification typically reports to a manager or higher-level position within management.

The Administrator II focuses on department/agency-wide responsibilities and may have some citywide responsibilities within a defined scope. This classification typically reports to a director or higher-level positions within management.

The Administrator III focuses on citywide responsibilities or department/agency-wide responsibilities with citywide impacts or implications. Citywide impact is defined as directing and having direct oversight of activities within external departments and agencies within the city, which is not external to the city. This classification typically reports to an executive-level position or an appointing authority.

### Essential Duties

Acts as a chief representative and key resource in a functional area within accounting, budgeting, or finance for the City, which includes working with City departments and agencies, elected officials, and other stakeholders, and serves on special committees where decisions, commitments, and conclusions have considerable impact on the operations of critical governmental activities.

Develops and maintains effective working relationships with a broad spectrum of key officials outside of the organization in order to effectively gain necessary executive, legislative, and related support for management decisions on priorities and goals.

Presents functional area accomplishments and issues to cabinet members, elected officials, and others within the highest levels of government and makes recommendation for critical changes.

Defines functional area goals and objectives, manages the development and implementation of goals, objectives, policies, and priorities, and evaluates functional area performance in meeting goals and objectives.

Explains, justifies, and defends the functional area's policies and activities and negotiates and resolves sensitive and controversial issues.

Manages and participates in legal, fiscal, and procedural monitoring activities, evaluates the effect of unforeseen developments on plans and activities, and presents to top level management suggested changes in function direction and redirection.

Oversees the financial operations of a functional area, develops annual operating budget, monitors financial functions and activities, and prepares fiscal reports for management review and decision making.

Directs the development and administration of contracts within the functional area, which includes drafting RFPs for professional and services contracts, forming committees for evaluation and selection of applications, monitors expenditures, evaluates performance, and ensures contract compliance.

By position, performs some or all of the elements of supervision or lead work including work planning, instruction, and review, handling grievances and disciplinary actions, hiring and dismissing employees, and evaluating employee performance.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

## Competencies

**Working with People** - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

**Decision Making** - Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

**Financial Management** - Prepares, justifies, and/or administers the budget for program areas; plans, administers, and monitors expenditures to ensure cost-effective support of programs and policies; assesses financial condition of an organization.

**Influencing/Negotiating** - Persuades others to accept recommendations, cooperate, or change their behavior; works with others towards an agreement; negotiates to find mutually acceptable solutions.

**Interpersonal Skills** - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

### Knowledge & Skills

None

### Level of Supervision Exercised

By position, performs supervision or lead work over employees within a specialized functional area.

### Education Requirement

Bachelor's Degree in Accounting, Finance, Economics, Business Administration, or a related field.

### Experience Requirement

Three (3) years of full performance, professional level experience overseeing and administering functional or operational aspects of fiscal business operations.

### Education & Experience Equivalency

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

### Licensure & Certification

None

### Working Environment

Subject to many interruptions.  
Pressure due to multiple calls and inquiries.

### Level of Physical Demand

1-Sedentary (0-10 lbs.)

### Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Accommodation: Ability to bring objects into focus.

Balancing: Maintaining equilibrium.

Bending: Bending or positioning oneself to move an object from one level to another.

Carrying: Transporting or moving an object.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

### Background Check Requirement

Criminal Check

Education Verification

Employment Verification

### Assessment Requirement

None

### Probation Period

Six (6) months.

### Class Detail

**Pay Grade:** EX-15

**FLSA Code:** Y

**Established Date:** 9/21/2018

**Established By:** LS

**Revised Date:** 9/25/21

**Revised By:** JH

**Class History:** Revised distinguishing characteristics.