



Office of Human Resources  
Fiscal Operational Supervisor I - CV2357  
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### General Statement of Duties

Supervises professional support, technical, and administrative support staff engaged in fiscal administrative functions and activities.

### Distinguishing Characteristics

The Fiscal Operational Supervisor I may oversee a variety of the major duties and responsibilities described within the essential duties section of this job description and performs various elements within those major duties and responsibilities, but the Fiscal Operational Supervisor I may not oversee all of the essential duties outlined below as this is a citywide classification, which encompasses a wide range of work.

The Fiscal Operational Supervisor I may work within an agency or department supervising various fiscal administrative functions or activities, or work within an organization that services multiple agencies and departments with regard to fiscal administrative functions or activities.

The Fiscal Operational Supervisor I is distinguished from the Fiscal Operational Supervisor II, which performs second level supervision.

### Essential Duties

Supervises professional support, technical, and administrative support staff engaged in fiscal administrative functions and activities, which includes recordkeeping and reporting, accounts payable, accounts receivable, tax and property assessment and valuation, payroll, purchasing and procurement, permits and licensing, revenue and cash management, tracking and monitoring expenditures, and budget document preparation.

Works with stakeholders both internal and external to the City, responds to inquiries, provides general information and assistance with regard to fiscal information and transactions, works with client groups to resolve discrepancies, and guides management with decision making.

Supports fiscal administrative operations and functions in order to achieve goals and objectives, implements process improvements, monitors performance, creates reports and spreadsheets, and advises management of developments and trends.

Plans, assigns, and evaluates the work of staff members, provides technical expertise to staff, establishes and/or monitors current methods and policies, and recommends changes in practices and procedures to increase operating efficiency and expedite work flow.

Trains new staff members on applicable standards, regulations, and requirements for the assigned work area(s), orients staff with appropriate policies and procedures, and ensures that work conforms to policies, standards, and regulations.

Develops or modifies work plans, methods, and procedures and determines work priorities.

Assigns and distributes work, reviews work for accuracy and completeness, and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution including escalations from clients.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Responds to formal and informal employee grievances and prepares written response.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments

By position, assists in the development and processing of contracts including participating in drafting RFP for contracts, evaluating proposals, and administering contracts for compliance and expenditures.

By position, implements new legislation, and fiscal rules and policies.

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

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Financial Management – 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.

Influencing - Collaborates with, persuades and influences others.

Planning and Evaluating – Organizes work, sets priorities, and determines resource requirements; determines short- or long-term goals and strategies to achieve them; coordinates with other organizations or parts of the organization to accomplish goals; monitors progress and evaluates outcomes.

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.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

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

## Knowledge & Skills

None

**Level of Supervision Exercised**

Supervises two or more professional support, technical or administrative support staff.

**Education Requirement**

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

**Experience Requirement**

Five (5) years of experience performing technical or administrative work within a fiscal operational area.

**Education & Experience Equivalency**

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-09

**FLSA Code:** Y

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

**Established By:** LS

**Revised Date:** 6/25/2023

**Revised By:** BM

**Class History:** 2/14/21- Revised education, experience, and equivalency statement.

6/25/2023- Pay grade revised as a result of CN1774.