



Office of Human Resources
Fiscal Operational Supervisor II - CV2908
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Performs first level supervision of professional, technical, and/or administrative support staff engaged in fiscal administrative functions and activities.

Distinguishing Characteristics

The Fiscal Operational Supervisor II 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 II 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 II 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 II is distinguished from the Fiscal Operational Supervisor I, which performs direct supervision of professional support, technical, and administrative support staff.

Essential Duties

Supervises professional, technical, and/or 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 complex information and assistance with regard to fiscal information and transactions, works with client groups to resolve discrepancies, and guides management with decision making.

Oversees daily operations related to Federal Funds, grants, and/or other State and Local funding sources. Ensures compliance with the requirements for fiscal operations related to various funding sources.

Provides leadership and direction with regard to fiscal administrative operations and functions in order to achieve goals and objectives, develops and implements short-term and long-range planning initiatives, and directs operational policies and performance metrics.

Plans, directs, and administers the operations of section(s) supervisors and staff, devises and evaluates performance standards for the assigned area(s), and develops long range/short term goals and objectives for the assigned area(s) in conjunction with departmental plans and goals.

Supervises the work of staff in the performance of operational functions ensuring a high-performance, customer service oriented work environment that supports a department's mission and goals and recommends changes in practices and procedures to increase operating efficiency and expedite work flow.

Develops and implements operational policies in accordance with departmental, state, and/or federal mandates and/or legislation and ensures policies are regularly evaluated in accordance with legislation, governmental requirements, and standards.

Develops and improves relationships among various work groups by encouraging, developing, and strengthening cooperation and leadership in inter-group relations and communications.

Develops and implements staff training and development programs that provide opportunities for individual employee growth and long range development of employees.

Assists in developing and managing the budget for the assigned area(s) and allocating funds in order to accomplish division goals and objectives.

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.

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, directs or assists with the development of contracts within the operational area(s) including drafting RFP for professional/services contracts, evaluating proposals, selecting successful bidder, administering the contracts, and monitoring 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, technical or administrative support staff. Must supervise at least one professional level staff position.

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-10

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.