

**CLASS TITLE: ASSISTANT DIRECTOR, FINANCIAL AND
CONTRACT MANAGEMENT**

Class Code: 02598900

Pay Grade: 41A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To oversee an agency's financial administration including budgetary, expenditure control, financial planning and program evaluation; to develop, implement, and be responsible for a financial planning and reporting system; and to do related work as required.

SUPERVISION RECEIVED: Works under administrative direction of a superior with wide latitude for the exercise of independent judgement and initiative; work is subject to periodic review for conformance with federal and state laws, policies and agency objectives.

SUPERVISION EXERCISED: Plans, organizes, supervises and reviews the work of professional, technical, clerical staff assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To oversee all phases of an agency's financial administration including budgetary, expenditure control, financial planning and program evaluation; to be responsible for the coordination and preparation of the Capitol Development Plan.

To be responsible for evaluation of existing programs and to develop plans for their expansion, modification or elimination in view of changing needs and the availability of state and/or federal funds.

To be responsible for the overall supervision of the preparation and review of the departmental budget for central accounting, expenditure control and budgetary reports.

To be responsible for conducting cost analysis surveys of various departmental operations with recommendations for reducing costs.

To make recommendations on planning and developing systems in accordance with standards for effective administrative and fiscal management, including fiscal and staffing requirements.

To be responsible and accountable for the proper receipt and disbursement of departmental funds, including state, federal and other monies; and to ensure that these funds are used for the purposes they were intended.

To interface with federal funding sources to ensure that all eligible federal resources are made available to the department; to be responsible for the preparation of cash estimates and reports of expenditures made in order that a positive cash flow be maintained in all federal accounts; to be responsible for revisions of cost allocation plans to meet changing federal regulations; to supervise preparation of the Federal Indirect Cost Proposal; to be responsible for responses to federal audits; to provide direction in the creation of financial systems and procedures that are beneficial to the department's administration of its programs.

To develop, implement, oversee and be responsible for financial information reporting systems including; the development and implementation of an on-line system; the establishment of criteria for security and privacy requirements; the assurance of compatibility, and cost effectiveness of the system; the evaluation of the effectiveness of the system.

To conduct special financial reviews for the verification of facts in cases where noncompliance with laws and/or regulations is in evidence.

To exercise overall supervision and direction of billings and reimbursements.

To evaluate management and methods procedures to insure their effectiveness and efficiency in attaining their objectives, and to recommend future plans and budget allocations based on this evaluation.

To do related work as required.

REQUIRED QUALIFICATION FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of current governmental accounting standards, principles, procedures and practices; a thorough knowledge of the principles, practices and procedures of program development and fiscal management; the ability to evaluate existing programs and to develop plans for their expansion, modification, or elimination; a thorough knowledge of the principles, practices and techniques involved in operating a financial reporting system; the ability to establish effective working relationships with other governmental agencies, departments, and with private vendors; a knowledge of information systems networking; the ability to utilize automated financial management, budget preparation, contract administration and grant management; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: Possession of a Bachelor's Degree from a college of recognized standing with specialization in Accounting, Business Administration, or Finance; and

Experience: Such as may have been gained through: considerable employment in an increasingly responsible administrative position involving significant responsibility for governmental financial management.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: February 20, 2005