



County of Alameda

Financial Services Officer (#0217)

We are currently accepting applications for this position.
To apply, please close this pop-up window and then click on Current Openings.

Bargaining Unit: ACMEA - General Mgmt (R15)
\$46.49-\$62.19 Hourly / \$3,719.20-\$4,975.20 BiWeekly /
\$8,058.27-\$10,779.60 Monthly / \$96,699.20-\$129,355.20 Yearly

DESCRIPTION

Under administrative direction, to manage and oversee various financial service staff and functions at an agency or departmental level; to serve in a consultative role to management in addressing and resolving financial, revenue, contract, grant and related administrative, programmatic and policy matters; to facilitate the implementation of a wide variety of programs and projects; and to do related work as required.

DISTINGUISHING FEATURES

Positions in this class normally exercise full management authority for making decisions and implementing programs to facilitate the effective provision of financial, business, administrative, and analytical services to the assigned organizational unit. Areas of responsibility normally include budget development and processing, contract negotiation and administration, grants management, and/or financial planning. In addition, responsibilities may include specified administrative functions such as personnel, purchasing, management and operational analysis and the provision of office and related support. Supervision of professional and paraprofessional staff is also required. This class is distinguished from Administrative Services Officer, which has management level responsibility in the broad administrative services area with financial services being of a secondary nature. It is further distinguished from Administrative/Financial Services Manager, which, as a second-level manager, directs and oversees both administrative and financial services at an agency level or for a large county department with complex, multiple funding sources and contracting and reporting activities.

EXAMPLES OF DUTIES

NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all duties listed.

1. Oversees and directs through subordinate supervisory and professional staff all financial activities and services for the department or division to which assigned.
2. Serves in a consultative role to departmental management on financial and revenue issues and strategies; provides significant input into policy, operational and service delivery decisions; implements and facilitates policy and programmatic changes as required.
3. Represents the department and serves as liaison with other County departments and agencies in areas of mutual concern; serves as the principal representative with the State and other funding agencies; confers with representatives of governmental business and community organizations and the public.
4. Supervises the work of professional and support staff, either directly or through subordinate supervision; plans, directs, reviews and evaluates the work of staff; provides for the training of staff in work procedures; recommends the selection of staff; recommends and implements discipline as required.
5. Oversees and participates in the planning and budget development processes for multiple funding sources and financial requirements; makes revenue and expenditure projections; administers expenditure, claims reimbursement and financial record-keeping processes.
6. Plans and conducts complex financial analyses and studies, including rate analyses; evaluates alternatives, prepares statistical and narrative reports and makes recommendations for action.
7. Coordinates financial auditing processes, whether conducted by County or funding source staff; provides information, evaluates results and recommends required policy or procedural changes.
8. Prepares or directs the preparation of grant requests and implementation documents after award; maintains records and

submits reports to the funding agencies or organizations.

9. Administers or coordinates the administration of service provision, personal service or consultant contracts; prepares contract documents; reviews requests for payment and ensures that contract provisions are met and that appropriate approvals are received.

10. Monitors legislation or changes in regulations regarding departmental funding sources and financial activities; recommends modifications to activities and procedures as necessary.

11. Plans and conducts financial or operational studies; determines information gathering processes; obtains required information for analysis; evaluates alternatives and makes recommendations for technological and policy changes; prepares reports, and materials for the Board of Supervisors and makes presentations.

12. Interprets and applies a variety of policies, rules and regulations; provides information which may require tact and judgment to employees and others.

13. Prepares a variety of correspondence, narrative and statistical reports, procedures and other written materials; may access varied data bases or use information from various sources to prepare such materials.

14. Operates a variety of standard office equipment including a word processor and/or computer; may drive a County or personal vehicle to attend meetings.

MINIMUM QUALIFICATIONS

EITHER

The equivalent to three years of full-time experience at the level of or higher than the class of Financial Services Specialist II or Administrative Specialist II in the Alameda County classified service.

Completion of the Alameda County Management Academy "Management & Supervision Certificate Program" may be substituted for six (6) months of the required qualifying experience for the internal patterns.

OR

Education:

The equivalent to graduation from a four-year accredited college or university (180 quarter units or 120 semester units) with major coursework in business or public administration, economics, financial management or a field related to the work.

(Additional professional-level financial planning and support experience may be substituted for the education on a year-for-year basis.)

AND

Experience:

The equivalent of three years of full-time professional-level experience in independently performing complex financial planning or analysis, budget development and processing, contract negotiation and administration and/or grant management at a level equivalent to or higher than the Alameda County classified service class of Financial Services Specialist II, preferably in a public agency setting. This experience must have included at least one year of supervising the work of others.

License: Possession of a valid California Motor Vehicle Operator's license.

NOTE: The Civil Service Commission may modify the above Minimum Qualifications in the announcement of an examination.

KNOWLEDGE AND SKILLS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Duties" section of this specification.

Knowledge of:

- Management principles and practices, including work planning, employee supervision and business management.
- Financial planning, rate setting and revenue enhancement principles and strategies.
- Principles and practices of governmental budget development and administration.
- Principles and practices of contract and grant administration.

- Financial record-keeping and auditing practices.
- Practices and techniques of administrative analysis and report preparation.
- Computer applications related to the work.
- General administrative principles, including personnel, purchasing and business management.
- Office administrative practices and procedures, including records management and the operation of standard office equipment.

Ability to:

- Serve effectively as a member of a departmental management team.
- Manage a variety of financial functions, including budgeting and contracts and grants administration.
- Plan, supervise, review and evaluate the work of others, either directly or through subordinate supervision.
- Plan and conduct complex financial, revenue and strategic planning analyses.
- Provide sound technical advice on financial matters to departmental management.
- Conduct and coordinate financial audits.
- Monitor legislative and regulation changes and recommend operational and procedural changes as required.
- Interpret, explain and apply complex policies, regulations and procedures.
- Prepare clear and accurate reports, correspondence, procedures and other written materials.
- Represent the department and the County in meetings with others.
- Organize and prioritize work and meet critical deadlines.
- Exercise sound independent judgment within established policies and guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

CLASS SPEC HISTORY

AM:sw

Admin. Study

11/93

Y:\1232H.WPF

Co:updated 5/17/00

Old doc. name: 1232h.wpf under Jobspecs/Oldspecs

New doc. name: 0217.doc under Jobspecs/Newspecs

CSC Date: 4/6/94

RY:cs Revised 11/6/15

CSC Date: 6/8/16

BENEFITS

Alameda County offers a comprehensive and competitive benefits package that affords wide-ranging health care options to meet the different needs of a diverse workforce and their families. We also sponsor many different employee discount, fitness and health screening programs focused on overall well being. These benefits include but are not limited to*:

For your Health & Well-Being

- Medical – HMO & PPO Plans
- Dental – HMO & PPO Plans
- Vision or Vision Reimbursement
- Share the Savings
- Basic Life Insurance
- Supplemental Life Insurance (with optional dependent coverage for eligible employees)
- Accidental Death and Dismemberment Insurance
- County Allowance Credit
- Flexible Spending Accounts - Health FSA, Dependent Care and Adoption Assistance
- Short-Term Disability Insurance
- Long-Term Disability Insurance
- Voluntary Benefits - Accident Insurance, Critical Illness, Hospital Indemnity and Legal Services
- Employee Assistance Program

For your Financial Future

- Retirement Plan - (Defined Benefit Pension Plan)
- Deferred Compensation Plan (457 Plan or Roth Plan)

For your Work/Life Balance

- 12 paid holidays
- Floating Holidays

- Vacation and sick leave accrual
- Vacation purchase program
- Management Paid Leave**
- Catastrophic Sick Leave
- Group Auto/Home Insurance
- Pet Insurance
- Commuter Benefits Program
- Guaranteed Ride Home
- Employee Wellness Program (e.g. At Work Fitness, Incentive Based Programs, Gym Membership Discounts)
- Employee Discount Program (e.g. theme parks, cell phone, etc.)
- Child Care Resources
- 1st United Services Credit Union

*Eligibility is determined by Alameda County and offerings may vary by collective bargaining agreement. This provides a brief summary of the benefits offered and can be subject to change.

** Non-exempt management employees are entitled to up to three days of management paid leave. Exempt management employees are entitled to up to seven days of management paid leave.