



SARASOTA COUNTY GOVERNMENT CLASS SPECIFICATION

CLASS TITLE: MANAGER, FINANCE/ADMINISTRATION

CLASS CODE: 31142

EEO Code: 01

FLSA: Exempt

W/C Code: 8801

Pay Grade: 14

MAJOR FUNCTION(S)

This is advanced professional work managing the Financial Services and/or Administrative Services within a Business Center and/or unit. Responsible for financial, administrative and managerial work involving the planning, preparing, implementing, analyzing, maintaining and managing the operating budget and Capital Improvement Program and budget. Responsibilities include fiscal and other administrative activities as well as management of professional and support staff.

TYPES OF DUTIES

- Manages, plans, directs and controls the development, preparation, control and administration of the annual operating and capital budgets, and the five-year Capital Improvement Program.
- Responsible for directing the planning, development, and administration of the Capital Improvement Program and associated capital budgets, as well as the Business Unit's operating budget.
- Responsible for the planning, organizing, negotiating, obtaining and administration of applicable grants, federal funds for capital projects, contracts and/or inter-local agreements.
- Responsible for the selection, administration and monitoring of design and construction contracts to ensure quality of work and compliance with applicable regulations and standards.
- Responsible for coordination of the Business Unit's Capital Improvement Program with other County, State and Federal Programs and other intergovernmental affairs as deemed necessary.
- Represents the County at meetings with the public, state, and federal agencies to resolve problems and recommend appropriate corrective action.
- Conducts formal presentations and prepares reports for governmental bodies and the public, office and field supervisory personnel, including work schedules and activities, establishing performance standards and goals, performance measures, establishing standard operating procedures, staffing, training, conducting performance reviews, and fostering employee growth and development.
- Stresses results by participating in the creation and implementation of strategic plans that assess policy and/or program feasibility and include realistic short and long-term goals and objectives.
- Seeks opportunities to develop and market new products and services outside or within the organization and is willing to take calculated risks to pursue a recognized benefit or advantage.
- Overseeing procurement and contracting procedures and processes pertinent to the core service.

JOB-SPECIFIC COMPETENCIES

- Knowledge of the budgetary principles including generally accepted accounting principles including GASB (Governmental Auditing Standards and the best practices of public and business administration, personnel management, the principles of management and their application to local government.
- Knowledge of the principles of modern management and ability to communicate and execute policy and program directions. Ability to evaluate activity center programs for budget approval, goals and performance, including ordinances, regulations and statues.
- Ability to anticipate and identify potential problems and issues; seek solutions and input from others.
- Ability to create strategic plans, long range plans, implementation plans, and effect change with efficiency.
- Ability to promote quality through effective use of the organization's performance management system.
- Ability to establish and maintain working relationships with internal and external organizational units.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Accounting, Public Administration, Business or Finance Management, and six years of progressively responsible experience in finance administration, including three years experience in a leader or supervisor role.

A Master's Degree from an accredited college or university in Public Administration, Business Administration, or a related field may substitute for one year of the required experience. Progressively responsible professional experience may substitute on a year-for-year basis for the required college degree.

APPROVED BY:

DATE

Joanie W. Whitley, Manager, Compensation and Performance Management

1/19/03

History: 07/26/00