

MANAGER OF FINANCIAL AND MANAGEMENT SERVICES

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DEPARTMENT: Financial and Management Services

NATURE OF WORK:

Performs broad managerial work in the direction and coordination of all activities of Financial and Management Services.

Responsible for directing the financial and general services activities of the County. Work is performed with independence of judgment and action within the framework of pertinent policies, laws, and regulations and is subject to the executive direction and oversight of the County Administrator. Work is reviewed by the County Administrator and Board of Supervisors through consultations, periodic reports, conferences, and meetings. Work is evaluated on analyses of results obtained. Work involves planning, directing, and coordinating a group of divisions that provide fiscal and support services to the County as well as supervising the training, assignment, and discipline of all employees of FMS.

ESSENTIAL FUNCTIONS OF THE JOB:

Plans, organizes, coordinates, and directs all activities of the Accounting, Fleet Maintenance, Information Management, Real Estate Assessments, and Purchasing Divisions; hires, evaluates the performance and recommends disciplinary action; coordinates policy development of subordinate divisions and presents new or revised policies to County Administration and the Board of Supervisors; oversees the preparation and execution of budgets by division heads and prepares and presents budgets for all County operations to the Board of Supervisors.

Evaluates financial problems and develops efficient solutions.

Initiates and adjusts departmental methods to meet new situations and to improve existing operations in effectiveness.

Formulates departmental policies and regulations in consultation with supervisory staff.

Serves as liaison to the Treasurer, Commissioner of the Revenue, and the Williamsburg/James City County School Board; provides them with fiscal and support services as appropriate and makes recommendations to County Administration regarding their needs; may be assigned special projects related to these areas.

Serves as fiscal advisor to County Administration and the Board of Supervisors; develops, recommends, and implements fiscal policy for James City County.

Recommends alternatives, implements and coordinates debt financing for James City County.

Represents the County in all financial matters with state and federal agencies and ensures that the County meets all state and federal statutory financial requirements.

Advises County Administration and the Board of Supervisors on all matters having financial implications.

Reviews all County departmental budgets and resolves budget issues with County Administration.

Serves as the interface with banks and auditors.

Serves as County representative to Juvenile Detention Commission and other regional committees as assigned.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates telephone, computer keyboard, copy machine, and adding machine.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the principles and techniques of public management.

Thorough knowledge of accounting, auditing, and budgeting principles, concepts, and practices especially pertaining to public sector.

Considerable knowledge of information systems, purchasing, and real estate assessment practices and trends.

Ability to supervise a large and diversified staff.

Ability to make sound decisions.

Ability to make effective presentations to County Administration and Board of Supervisors.

Ability to establish and maintain effective working relationships with staff, County officials, and representatives from the private sector or other municipalities.

Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

Master's degree in business or public administration or a related field; certification as a CPA is highly desirable; five years of experience managing a financial function including supervision of professional and clerical staff, preferably in a local government; or any equivalent combination of acceptable education and experience providing the knowledge, skills, and abilities cited above.