



ASSISTANT MANAGER, FMS

141

DEPARTMENT: Financial and Management Services

NATURE OF WORK:

Performs advanced professional administrative and managerial work planning, coordinating, and supervising financial management activities for James City County.

Work includes organizing, assigning, and evaluating the work of professional staff. The incumbent has a major role in debt management, fiscal analysis, financial emergency management and financial administration. Work is performed under the limited supervision of the Manager of Financial and Management Services.

ESSENTIAL FUNCTIONS OF THE JOB:

Researches and analyzes data and information related to the programs and activities of the Department as well as those proposed for the Department.

Represents the Department and the Department Manager on various occasions and serves on a variety of internal and external committees. Acts in the absence of the Department Manager.

Conducts and supervises a wide variety of special projects in the Department including policy analysis and development.

Plans, organizes, and directs budget preparation and related operations; directs the formulation, implementation and administration of budget policies.

Develops budget systems and procedures; works with Information Technology staff to develop and implement automated budget processes.

Develops base budgets for operating departments; reviews and recommends requests for changes in base budget; prepares budget analysis for management and Board of Supervisors.

Coordinates budget control and monitoring processes; assists department managers in managing budgets; develops budget for Department of Financial and Management Services.

Reviews draft comprehensive annual financial reports prior to final production.

Plans and coordinates projects that have financial impact to the County.

Coordinates debt management including development of bond rating presentations and analysis of financial impact. Monitors compliance with Federal Arbitrage Laws.

Recommends areas to be considered for internal audit.

Recommends and directs changes in internal control and operating systems.

Conducts special financial studies and prepares reports as required.

Supervises Budget and Accounting supervisory staff; selects and trains new employees; assigns work, sets priority tasks, conducts performance evaluations, and recommends disciplinary action when required.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

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

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of governmental accounting and budgeting principles, practices, methods, and procedures.

Considerable knowledge of supervisory and general management practices.

Considerable knowledge of the concepts and details involved in developing, operating, monitoring, and modifying automated financial systems.

Considerable knowledge of the principles and practices of auditing.

Considerable knowledge of microcomputers and skill in their use including spreadsheet, word processing, and data base management.

Thorough knowledge of the principles and practices of accounting, budgeting, and fiscal analysis, as applied to municipal governments.

Ability to perform and oversee the use of analytical procedures and methods for identifying accounting deficiencies and problems.

Ability to plan, organize, manage, coordinate and evaluate complex financial operations concurrently.

Ability to plan, organize, coordinate, evaluate, inform and motivate staff in a positive and effective manner.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with department heads, officials, and other employees.

Ability to gather and analyze complex data and to recommend and implement policy and procedural changes resulting from such analyses.

MINIMUM QUALIFICATIONS:

Bachelor's degree in accounting or related field; a Master's Degree is preferred, considerable professional experience in budgeting and accounting, preferably in local government, some of which shall have been in a supervisory capacity; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a post-offer credential check.

Requires a post-offer criminal history and sex offender record check.

OTHER POSITION INFORMATION:

This is a supervisory position.

Date: January 2008

AsstMgrFMS_141_029_01

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Assistant Manager, FMS Position Number: 141
Department: Financial and Management Services Division: _____

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other _____
- Not essential to job functions

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift									
Push/Pull									
Hold/Carry									

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

- | <u>Ladders</u> | <u>Stairways</u> | <u>Steps</u> |
|---|---|---|
| <input type="checkbox"/> Step stool | <input type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ |
| <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function | <input checked="" type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	✓								✓
Sit				✓					✓
Walk	✓								✓
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x
 5-20x
 20-50x
 50+x
 Other _____
 Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Other (list) _____			

Date: January 2008
AsstMgrFMS_141_029_01