

COLLIER COUNTY, FLORIDA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE: DIVISION DIRECTOR - CORPORATE FINANCIAL
AND MANAGEMENT SERVICES**

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform highly complex managerial and administrative work by providing direction and oversight to the daily operations of the County government including directing the development, implementation, management and reporting of the County's operating and capital budgets; to manage the staff, resources, and operations of the Office of Management and Budget; and to serve as an advisor/consultant to the Board of County Commissioners and County Managers regarding all budget related issues.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Assists the County Manager with the development and/or implementation of broad County plans, goals and objectives, performance measures and other strategic business functions. Confers with County Manager regarding developments, Board directives and other issues pertaining to the operation of County government.

Directs the Office of Management and Budget; establishes plans, goals and objectives; identifies major business processes and major products and services; organizes structure and work assignments. Establishes policies and procedures; and ensures adherence to County policies and procedures and state regulations which govern the department's programs and services. Develops meaningful measures and targets for department functions. Reviews and evaluates department operations, work products, methods, procedures and performance outcomes; and identifies opportunities to improve overall department performance.

Manages department staff directly and through subordinate supervisors. Performs a variety of duties associated with supervising staff to include hiring, assigning work, ensuring professional development and training, establishing performance expectations and evaluating performance; providing guidance, direction and discipline as necessary; and recommending employee terminations and salary actions to Human Resources as appropriate. Develops and maintains a succession plan for the department.

Plans, directs, and manages the development, of the County's operating and capital budgets. Directs, engages in and/or reviews the research, collection, analysis, and synthesis of information used to develop the County budgets, including the use of salary and related benefit spreadsheets, historical information, capital improvement projects, pending programs, and forecasts of future expenditures and revenues.

Directs and provides training, guidance and consultation regarding budget requests; and negotiates budget submissions with department and division heads. Presents budget recommendations to the County Manager and to the Board of County Commissioners; provides additional research and/or explanations upon request; and incorporates recommendations and/or directives. Schedules and conducts public hearings related to the adoption of the budget.

Manages the administration, amendment, and execution of the adopted budget. Directs the preparation of the annual budget book in accordance with applicable standards and regulations; reconciles the accounting system to the approved

budget. Establishes, implements and monitors measures that reflect the status and performance; monitors expenditures and revenues; and reviews approves and control budget amendments to insure compliance with appropriation limits, financial policies, program goals and objectives.

Directs and designs, implements and maintains a variety of financial and statistical reports related to the budget, and the financial status and condition of the County, including quarterly financial reports, executive summaries, budget summaries, salary and related benefits spreadsheets, etc.

When assigned, issues final rulings regarding all employee terminations and disciplinary actions; conducts disciplinary/termination hearings; ensures all parties are given fair and equitable opportunities to present information; interprets and explains applicable policies and procedures; determines appropriate action; and issues ruling; ensures human resources actions comply with state, federal and local regulations, and support County goals and objectives.

Serves as senior internal consultant/advisor to County Commissioners, County Manager and administrators regarding all budget issues and operations. Prepares and/or reviews reports, executive summaries, resolutions and presentations for the County Commissioners and Manager. Responds to questions, complaints and requests for information pertaining to the budget. Represents the department before elected officials, professional and community leaders, the media and the general public.

Represents the County to local businesses, community organizations, citizen groups, and the general public. Responds to inquiries and/or complaints from the general public that cannot be resolved by subordinate managers. Serves as a member of the team making action/response decisions during emergencies.

Operates a personal computer, telephones, copiers and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs general clerical work in support of assigned duties, to include answering telephones, entering data, assisting customers, copying and mailing materials, etc.

Performs other related duties as required.

In the event of a declared state of emergency, employees in this classification may be called to work during days or hours other than those for which they are regularly scheduled.

MINIMUM QUALIFICATIONS

Master's degree in finance, accounting, business administration, public administration or a related field; supplemented by six years of progressively responsible experience in public finance ; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Fingerprinting required.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major functions.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

Leadership: Requires the ability to develop, implement and manage highly complex financial and budgetary processes and Board instructed directives.

Customer Service: requires the ability to exchange information and to persuade/ influencing outcomes.

Financial Accountability: Experience in public finance, budgeting, cost control, infrastructure and process management.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

Collier County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.