

City and County of Butte-Silver Bow

Class Specification

Class Title	Central Services Program Director
Class Code Number	7180PW
Administrative Service Category	Classified Service
Adopted	<INSERT>

General Statement of Duties

Manages and directs operations and activities of the Central Services Division of the Public Works Department; does related work as required.

Distinguishing Features of the Class

This is highly responsible professional accounting and administrative work involving the application of professional accounting principles and auditing practices to provide a continuing program of internal fiscal control for all Divisions of the Public Works Department. The work is performed under the general supervision of the Public Works Director, but considerable leeway is granted for the exercise of independent judgment. Supervision is exercised over the work of the Central Service staff. Coordination of all administrative responsibilities for all programs in the Public Works Department. Direction is exercised over the financial functions performed by all Public Works Department support employees.

Examples of Essential Work (Illustrative Only)

- Plans, organizes, directs, supervises, and coordinates operations and activities of the Central Services Program.
- Prepares and maintains financial, operational, and personnel records for the Personnel Department;
- Manages a reporting system that will provide accurate, timely, and complete financial and budgetary information to Public Works Department Divisions;
- Serves as a resource person in the preparation of the budget and other financial matters of the Department;
- Processes Department payroll time sheets and records relating to employee benefits in coordination with the HR Department and maintains related Department records and files;
- Requisitions or purchases supplies and materials; obtains purchase orders and processes

- claims for Department expenses; and maintains related inventory and vendor records;
- Compiles data and prepares a variety of financial and statistical reports as required by Public Works Department Divisions, federal, state, and local compliance agencies and bargaining units;
- Prepares financial information for contract proposals and grants; consults with other Program Directors.
- Audits accounts and records of revenues, expenditures, billings, grants and contracts, budget activities, assets, accounting entries, equipment and supply inventories, payroll and employee benefits;
- Prepares and processes Resolutions as needed to match budgets with contracts, grants, or fees collected;
- Develops and implements improved finance and accounting data processing applications;
- Requisitions or purchases supplies and materials; obtains purchase orders and processes claims for Department expenses; and maintains related inventory and vendor records;
- Compiles data and prepares a variety of financial and statistical reports as required by Public Works Department Divisions, federal, state, and local compliance agencies and bargaining units;
- Prepares financial information for contract proposals and grants; consults with other Program Directors.
- Audits accounts and records of revenues, expenditures, billings, grants and contracts, budget activities, assets, accounting entries, equipment and supply inventories, payroll and employee benefits;
- Prepares and processes Resolutions as needed to match budgets with contracts, grants, or fees collected;
- Develops and implements improved finance and accounting data processing applications;

Required Knowledge, Skills and Abilities

- Thorough knowledge of current generally accepted accounting principles and practices;
- Thorough knowledge of principles and requirements of government accounting, budgeting, and accounting controls; privacy regulations;
- Thorough knowledge of federal and state fund accounting, auditing and reporting requirements;
- Good knowledge of data processing technology as applied to financial, accounting and auditing functions;
- Ability to make decisions in accordance with established policies and procedures;
- Ability to independently solve problems within assigned areas of responsibility;
- Ability to organize, prioritize, motivate, supervise and evaluate the work of others;
- Ability to handle confidential employee and administrative information with tact and discretion;
- Ability to communicate well with Department employees and supervisors, compliance agencies, public officials, and the general public both orally and in writing, using both technical and non-technical language;

- Ability to prepare accurate and reliable reports containing findings, recommendations and conclusions;
- Ability to operate a personal computer using standard word processing, spreadsheet and database applications appropriate to job duties;
- Ability to operate a 10-key calculator;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of technical and administrative tasks with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ingenuity and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- Graduation from a college or university of recognized standing with a Bachelor's Degree in Accounting, Finance, Business Administration or closely related field; and
- Considerable experience in government accounting, financial statement preparation, compliance agency reporting and some experience in supervision; or
- Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities to perform the work.

Required Special Qualifications

- None

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to communicate well with Department and Division Heads, employees, compliance agencies and the general public;
- Sufficient vision, with or without reasonable accommodation, which permits the employee to produce and review a wide variety of reports and related materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a keyboard and produce hand-written materials and notations and to lift and move materials from time to time;
- Sufficient personal mobility with or without reasonable accommodation, which permits the employee to visit and inspect other work locations.

The job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible job responsibilities. Tasks and duties of the employee may differ from those outlined above.

Signed: _____ Date: _____ .

By signing here you have indicated that you have read and understand the requirements as outlined in the Job description and duties.

< E N D >

Revised 1/10