CLASS SPECIFICATION
Director of Audit Services

FLSA Status: Exempt
Union Representation: Nonrepresented/Incumbents hired after May 25, 2011 are exempt from Civil Service (Ordinance 184616)

GENERAL PURPOSE

Under policy direction, plans, organizes and manages the auditing and evaluation of City government operations and programs; provides objective analysis of bureau and division effectiveness to the City Council, management staff and the public; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

This single-position class is responsible for planning and managing the activities of the audit services division of the City Auditor's Office.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Plans, organizes, controls, integrates and critiques the work of the Audit Services Division; develops, implements and monitors audit plans; directs the development of and monitors performance against the division budget; manages and directs the development, implementation and evaluation of work programs, plans, processes, systems and procedures to achieve City and City Auditor goals, objectives and performance measures consistent with the City's service expectations.

2. Plans, organizes, directs and evaluates the performance of assigned audit staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; provides compensation and other rewards to recognize performance; takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with City Charter, Code, human resources policies and labor contract agreements.

3. Provides leadership to develop and retain highly competent, service-oriented staff through selection, compensation, training and day-to-day management practices that support the City's and City Auditor's mission, objectives and service expectations; provides leadership and participates in programs and activities that promote workplace diversity and a positive employee relations environment.

4. Directs the preparation of a wide variety of operational audits, studies, public reports and recommendations related to the City's services and programs.

5. Establishes an annual audit schedule and oversees auditing activities to identify conditions in City government needing improvement; develops audit objectives and analytical methods; assists audit staff in resolving complex and unusual problems relating to audits and assists in developing audit

recommendations; ensures staff work is performed in accordance with government auditing standards.

6. Reviews, edits and writes audit reports; assesses logic and conceptual soundness of audit findings and recommendations; ensures conclusions are based on adequate supporting evidence; ensures report language is clear, convincing, fair and concise.

7. Communicates with City officials, other governments, the media and citizens about audit processes and report results; provides oral briefings and progress reports to bureau managers and City commissioners; makes public presentations at City Council meetings and bureau management meetings; gives media presentations and responds to media inquiries; meets with civic associations, public organizations and professional groups.

8. Assists the City Auditor with policy decisions and administration of the City Auditor's Office; assists with the development of the annual budget; represents Auditor at City functions and professional meetings.

9. Recommends and follows up on the implementation of an extensive range of policy recommendations from audits.

10. Directs the analysis of proposed legislation and regulation; participates in industry and governmental activities to influence legislation and regulatory change consistent with the City's interests and needs; represents the City with other industry and governmental agencies, professional organizations and elected officials.

11. Represents the bureau to the Commissioner-in-Charge and the City Council.

12. Oversees the work of external financial firms conducting the audit of the City's financial statements required by state and federal statutes or regulations.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Generally accepted governmental audit standards.

2. Principles and techniques of operational and performance auditing, research methods, program evaluation and management analysis.

3. Government financial management, including budgeting, accounting, debt/cash management, treasury and purchasing.

4. Management information systems.

5. Research methods and statistical sampling techniques; quantitative and qualitative analysis.

6. City/bureau operations and functions.

7. Principles and practices of sound business communications.

8. Principles and practices of effective management and supervision.

9. City human resources policies and labor contract provisions.

Ability to:

1. Plan, direct and manage a comprehensive operational audit process covering all City programs and functions.
2. Define complex management, finance, budget, operational and administrative issues; perform difficult and complex analyses and research; evaluate alternatives and develop sound conclusions and recommendations.
3. Understand, interpret, explain and apply city, state and federal policy, law, regulation and court decisions applicable to areas of audit inquiry.
4. Present audit findings and recommendations clearly, logically and persuasively.
5. Represent the City Auditor's Office effectively on a variety of complex, sensitive and confidential issues.
6. Exercise sound, expert independent judgment within general policy guidelines.
7. Exercise seasoned management and political acumen, tact and diplomacy in dealing with complex, sensitive and confidential issues that often have multiple and conflicting agendas and positions.
8. Establish and maintain highly effective working relationships with City Council members, the City Auditor, bureau directors, managers, elected and appointed officials of other governmental agencies, employees, business and community leaders, the media, residents and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in public or business administration, finance, accounting, or a closely related field; and at least eight years of progressively responsible experience in planning and administering a large management audit function, at least three of which were in a supervisory capacity; or an equivalent combination of training and experience. Experience in a governmental setting is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0538 DIRECTOR OF AUDITS. Adopted: 10-18-83; Revised:12-20-83; 11-19-85; 01-20-89; 07-01-92 June 2009 - Change Job Class number from 7326 to 30000551, due to system change.

Revised: 05-25-11 Ordinance 184616 revised classification to be excluded from the Civil Service.

Revised: 08-03-11 Minor clarifying changes to description.