

MAJOR FUNCTION

This is responsible professional, administrative, and managerial work planning and directing internal evaluations of City operations performed by investigative and audit staff. This position is also responsible for developing and implementing audit and investigative procedures to ensure all audits are completed in accordance with Generally Accepted Governmental Auditing Standards and/or Standards for the Professional Practice of Internal Auditing and investigations are completed in accordance with the Principles and Standards for Offices of Inspector General and the Commission for Florida Law Enforcement Accreditation Standards. The incumbent advises elected, appointed, executive, senior management personnel, and City Audit Committee members on highly complex matters of internal control, risks, policy and procedure, and investigative, accounting and auditing matters. The incumbent is second in command to the Inspector General, managing the administrative details of the Inspector General's office budget and procurement, and represents the department at either the Inspector General's request or in his/her absence. Work is performed under the general supervision of the Inspector General and is reviewed through conferences, analysis of findings and recommendations, and results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Manages and supervises audits, investigations, and inspection activities of the Office of Inspector General as directed by the Inspector General. Participates in the coordination, development, and execution of the annual and long-range audit plans. Advises elected, appointed, executive, senior management personnel, and City Audit Committee members on highly complex matters of internal control, risks, policy and procedure, and investigative, accounting and auditing matters. Assigns, directs, and evaluates the work of auditors, investigators and other subordinate professionals through the application of advanced management, investigative, accounting, and auditing knowledge and skills. Reviews reports of investigations, audits, or special engagements and ensures conclusions, findings, and recommendations presented therein are reasonable. Discusses the results of audits, special engagements, and investigations with elected, appointed, executive, and senior management personnel, as appropriate. Manages the periodic audit follow-up process designed to keep management and the City Commission informed of their progress in implementing action plans developed in the audit process. Coordinates the annual training program for departmental staff. Recommends hiring, transfer, promotion, grievance resolution, discipline, or discharge of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Manages the administrative details of the department's operating budget and procurement activities. Serves in capacity of the Inspector General when absent. Performs related work as required.

Other Important Duties

Attends meetings involving the City Commission, Independent Ethics Board, Citizen Police Review Board, Audit Committee and/or workshops as requested by the Inspector General. Serves as Administrator of Citizen Police Review Board meetings when the Inspector General is absent. Attends special meetings with the public and appointed officials, and City leadership, as appropriate. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Advanced knowledge of systems of financial and administrative control, government auditing and accounting standards, internal auditing standards, Association of Inspectors General principles and standards and statistical methods. Advanced knowledge of current management sciences, organization theory and practice, investigative techniques and evidence handling, governmental accounting, finance, budgeting and human relations. Ability to determine work priorities and supervise staff in a manner conducive to full performance and high morale. Ability to quickly acquire

working knowledge of the organization and environment. Ability to conduct independent and comprehensive research and evaluation, and to provide recommendations and alternatives. Ability to communicate complex concepts in lay terms, and to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective working relationships at all levels of the government and with citizens as necessitated by the work. Ability to assign, train, supervise, and review the work of staff. Skilled in the use of personal computers and associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business, accounting, education, social science or a related field and seven years of professional auditing, evaluation, or related governmental administration experience, or an equivalent combination of training and experience. Five years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a CPA, CIA, CGFM, CFE or CISA certificate acquired by examination.

Established: 09-15-06
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05-03-21