



FINANCE OPERATIONS SUPERVISOR

Department: Finance
Job Class: 162700
Pay Range: Executive 06

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in the class and are **not** intended to reflect all duties performed within the job.

GENERAL FUNCTION: Manage the effective operation of the Finance Department to include oversight, supervision and direction for technical and support staff and the preparation and implementation of Finance Department budgets. This professional administrator will lead complex work that involves policy development, implementation, and interpretation; program management; staff development and strategic planning. This position is responsible for the day-to-day management, planning and coordination of operational and administrative activities, and services in the Department.

ESSENTIAL FUNCTIONS:

- Provide management and supervision of operations functions – facilities (including space planning), supplies, purchasing, equipment, travel, and personnel (including training plans, performance management, and succession planning).
- Participate in the Department’s budget preparation, implementation and monitoring.
- Manage and direct web management, office network, hardware, software.
- Lead the annual review and update process for all Finance Department policies that guide the work of all County departments.
- Communicate regularly and frequently with the Director, Deputy Director, and other senior managers including the Risk Manager and IT leadership.
- Develop options, recommend actions, and deploy solutions to operational problems.
- Represent department in meetings, conferences, and through public appearances.
- Convene and facilitate executive-level meetings, planning sessions, and decision processes.
- Develop, recommend, implement, and monitor work plans to achieve Finance Department goals and performance targets. Establish measures of effectiveness and monitor performance against plans and budgets.
- Ensure that the Finance Department communicates effectively with the public.
- Manage and supervise the electronic records management, electronic data submission, records retention and archiving functions- workflow improvements, and quality control.
- Maintain effective communication with County departments and staff to facilitate and ensure adherence to policies and procedures.
- Supervise and coordinate activities of a designated unit; determine work procedures, prepare work schedules and determine methods for expediting workflow; assign, review and approve the work of subordinate staff.
- Ensure consistent interpretation of laws, rules, policies and procedures.
- Coordinate the Finance Department’s human resources functions with the Human Resources Department, including but not limited to: investigate grievances involving subordinates and recommend resolution; recommend hiring, promotional and disciplinary actions; approve leave requests, and overtime; assure adequate coverage during staff absences.
- Conduct performance evaluations and develop performance measures and standards.
- Maintain regular, predictable and punctual attendance during regularly scheduled work hours at assigned worksite.
- Meet travel requirements of the position.

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- Perform the physical requirements of the position within established working conditions of the position.
- Work a flexible schedule that may include evening, weekends, and holidays.

OTHER JOB FUNCTIONS:

- Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: The Finance Department Operations Supervisor reports to the Director. The occupant serves at the pleasure of the Director and is required to solve problems that have County-wide and on-going significance with minimum direction or interaction with the Director. The Finance Operations Supervisor makes recommendation to the Director on hiring and discharge of administrative and support personnel, and has full supervisory responsibilities.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. The Finance Operations Supervisor works in an office environment and traveling to various work sites and/or meeting locations may be required. Though work is generally undertaken during regularly scheduled hours, the incumbent may need to work hours beyond the normal schedule.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the position. Finger dexterity to operate equipment used in the position, talking, seeing, and hearing are required. Movement throughout an office environment, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting associated with the job duties is required. Ability to travel to attend meetings away from regular work site is required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Finance Department job classifications and responsibilities.
- Principles and practices of public administration, organization, personnel management and modern supervisory practices.
- Principles and processes for providing customer service that include customer needs assessments, quality standards for services, and evaluation of customer satisfaction.
- Personnel and financial information systems.
- Strategic management, leadership, team building, goal setting and performance management.
- Budget and budget preparation.

Skill in:

- Use of independent judgment and effective decision-making in the application of a wide variety of laws, policies and procedures and in effective problem-solving.
- Adapting to diverse personalities and styles, establish harmony and cooperation with work teams.
- Facilitating and moderating group discussions.

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KNOWLEDGE, SKILLS AND ABILITIES: (continued)

Ability to:

- Communicate effectively both orally and in writing to higher level positions on a regular basis, i.e., Elected Officials, Executive, Executive Staff, and Directors.
- Carry out the functions of the position.
- Supervise an operations work unit effectively and efficiently to achieve desired performance and results.
- Research and draft effective and useful reports and other written materials.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Effectively coordinate, perform, and complete multiple duties and assignments concurrently and in a timely manner.
- Meet the travel requirements of the position.
- Physically perform the essential functions of the classification.

MINIMUM REQUIREMENTS: Bachelor's degree and at least three years of administrative managerial experience in a government agency OR any equivalent combination of experience and education is required. Understanding and knowledge of local government administrative and legislative processes and procedures is highly desirable.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: Ability to successfully complete all required background investigations prior to employment. Must pass and maintain compliance with a background check that meets US Department of Justice CJIS security policy. A valid Washington State driver's license or ability to otherwise meet the travel requirements of the position is required.