



**FINANCE AND PERFORMANCE MANAGEMENT ADMINISTRATOR**

**Department: Finance**

**Job Class: 162600**

**Pay Range: Executive 07**

**FLSA: Exempt**

**Represented: No**

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

**GENERAL FUNCTION:** The Finance and Performance Management Administrator is responsible for managing financial planning and performance management for Pierce County. The position requires consistent and thorough understanding of the County's programs, finances, budgets, and departmental functions and the ability to carry out County-wide responsibilities with authority that crosses departments. The incumbent is responsible for communicating effectively County-wide in order to prepare performance goals, targets and outcomes that will be used in County budgets. This position will also manage the processes for monitoring progress toward achieving goals, targets and outcomes as part of periodic executive-level financial management reviews. In addition, this position will have a leadership role in designing, configuring, testing, and implementing financial system modules for budget development, position tracking, and other financial monitoring systems.

**ESSENTIAL FUNCTIONS:**

- Provide leadership in financial planning and performance measurement efforts for the County.
- Oversee the development and implementation of programs, policies, and standards in the areas of accountability, transparency, measurement and responsiveness to the public. Monitor these activities to promote County-wide coordination, consistency, and strategic direction.
- Oversee the development and promulgation of standards and policies for the Finance Department's planning, communications, and public outreach activities. Monitor these activities to promote coordination, consistency, and strategic direction.
- Provide leadership for cross-department and County-wide projects such as designing, configuring, testing, and implementing financial system modules.
- Serve as consultant to the Finance Director, County departments, and Executive leadership as assigned.
- Develop performance measures and standards.
- Supervise and coordinate activities of staff assigned to short-term as well as multi-year projects and/or 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 that all departmental website and other communications materials adhere to policies, procedures, and quality standards.
- Represent the Department and County at a wide variety of board meetings, committees, public hearings, and community meetings.
- Prepare and present oral and written reports, letters, analysis, and program recommendations.
- Assure customer inquiries are addressed in an expedient manner.
- Provide leadership in the management, development and reporting of County activities through the County's performance measures, monthly or quarterly information reports, annual summaries and other reporting as needed.
- Assist in the preparation of the County's annual budgets.
- Work closely with other divisions of the Department and with outside agencies and departments as needed and assigned.
- Maintain regular, predictable, and punctual attendance during regularly scheduled work hours at assigned work site.

## **FINANCE AND PERFORMANCE MANAGEMENT ADMINISTRATOR**

### **Classification Description – Pierce County**

#### **Page 2**

- Meet the travel requirements of the position.
- Perform the physical requirements of the position: work within the established working conditions of the position.
- Work a flexible schedule, which may include evening and weekends.

#### **OTHER JOB FUNCTIONS:**

- Ensure consistent interpretation of laws, rules, policies, and procedures.
- 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.
- Perform other job functions as assigned.

**SUPERVISION RECEIVED AND EXERCISED:** Work is performed under the direction of the Budget Manager with the expectation to work independently after objectives, priorities and deadlines have been defined. This position has full supervisory responsibilities over staff assigned to short-term as well as multi-year projects and may supervise a work unit.

**WORK ENVIRONMENT:** The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is primarily performed in an office environment on a daily basis. Travel to various work sites and/or meeting locations may be required. Work is generally completed on a regularly scheduled basis, however, attendance at meetings or work outside of normal scheduled hours may be required. Extended periods of concentration and sedentary work are required. Work is subject to frequent interruptions and normal office noise.

**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. Ability to move throughout an office environment, sitting, bending/stooping, pushing/pulling and minimal lifting associated with the classification. Ability to travel to attend meetings away from regular work site may be required. Public speaking and making oral presentations is required on a frequent basis.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

##### **Knowledge of:**

- Current strategic planning, performance management and communications trends and methods.
- Accountability methods and standards, and performance measurement systems.
- Modern communication methods including the website and social media.
- Full range of public education and outreach strategies.
- Group facilitation and strategic planning techniques.
- Public information dissemination; and internal and external communications techniques.
- Budget preparation, justification, and monitoring.
- Products and services provided by the department.

##### **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.

## FINANCE AND PERFORMANCE MANAGEMENT ADMINISTRATOR

### Classification Description – Pierce County

#### Page 3

- Use and operation of a computer and programs: Word, PowerPoint, Excel and other spreadsheet programs.

#### **Ability to:**

- Develop, implement, and revise policies and procedures.
- Plan and establish goals and objectives for long range goals.
- Provide strategic direction.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions in support of Department/County goals and objectives.
- Establish project management methodologies and practices.
- Plan, prepare, and monitor County budgets.
- Supervise, train, evaluate, and provide guidance to staff.
- Communicate effectively with the public and the County's executive leadership, management and staff.
- Work independently with minimal supervision.
- Interact smoothly and positively with managers and senior department personnel.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others.
- Communicate effectively verbally and in writing to audiences of various social, cultural, ethnic, educational and economic backgrounds.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Physically perform the essential job functions.
- Meet the travel requirements of the position.

**MINIMUM REQUIREMENTS TO APPLY:** Bachelor's degree in public or business administration, or communications; and five or more years of administrative or project management experience or an equivalent combination of education and experience is required.

**SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS:** Ability to successfully complete all required background investigations prior to employment. Must possess a valid Washington State Driver's license, or the ability to obtain the license within 30 days of employment, or otherwise meet the travel requirements of the position.