

ASSISTANT CENTER MANAGER (BUSINESS & GOVERNMENTAL AFFAIRS)

DEFINITION

Under general supervision of the Executive Director, directs and manages the day-to-day business operations and activities and all financial activities related to the Center. Oversees administrative activities, interacts with county officials, negotiates contracts with facility users and performs related work as required.

EXAMPLES OF DUTIES

Directs the financial management program, which includes coordinating and managing all functional activities associated with budget preparation, reporting and financial analysis, financial projections and the Center's master plan; develops, coordinates and implements both long and short-term financial policies and programs; advises, consults and makes recommendations to the director on all financial and governmental matters; acts as the liaison with county, state and federal agencies with regard to all legal and financial matters; and supervises assigned staff.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a Bachelor's degree from an accredited college or university in business administration, finance or accounting and five years of progressive experience in public or private financial management or business development. Governmental accounting experience a plus. Also, requires three years of supervisory experience. CPA or Master's degree in business administration is preferred. Certified Public Accountant (CPA) or Certified Government Financial Manager (CGFM) certifications are desirable.

Knowledge, Skills and Abilities: Knowledge of federal, state, county and municipal laws related to the financial management of enterprise operations and related facilities; knowledge of policies and procedures related to modern business operations and practices; knowledge of the principles of personnel management; working knowledge of financial planning and reporting, governmental financial accounting practices; knowledge of the county procurement, budgeting and ordinance procedures; knowledge of supervisory methods and practices; effective oral and written communication skills; ability to analyze complex business and operational issues, financial matters and to make sound recommendations; ability to coordinate, direct and manage the work of others; ability to effectively establish and maintain working relationships with employees, including both direct and indirect reports, public officials, tenants and the general public; ability to anticipate and resolve challenges in a wide array of circumstances, frequently under the pressure of time limitations and public scrutiny.