

ASSOCIATE DIRECTOR FISCAL AND MANAGEMENT SERVICES

DEFINITION

Under direction of the Human Services Director; operating under the department's primary mission of coordinated and effective client-centered human services, through a cooperative effort with the director, division managers and staff specialists, develops, implements and maintains a complex coordinated departmental budget preparation and monitoring process; develops plans and strategies to assist the department in staying within its budget authorization; provides consultative leadership for the department's automation functions; provides assistance in the development of public and private resources for external funding; develops plans and strategies to assist the department with fiscal service redesign; leads special projects; writes issue papers and provides consultative work with other divisions within the department; provides supervision to staff; and performs related duties as required.

EXAMPLES OF DUTIES

Provides facilitative/coordinative leadership for an integrative departmental budget preparation and administration including the gathering, analysis and validation of budget related information providing funding allocation options for the director's budgetary decision making process; in cooperation with the Associate Director of Planning and Quality Assurance, works closely with division managers, internal staff and contracted provider staff to develop, implement and maintain coordinated, community based client-centered service delivery systems; plans and manages the department's electronic data processing applications including coordinating such applications with the Support Services Manager to departmental records systems; develops external funding resources including the solicitation of grants from private sector foundations, corporations and individuals as well as determining the potential for joint fund raising with private groups.

EMPLOYMENT STANDARDS

Education and Experience: Training and experience equivalent to a bachelor's degree in human services, business/public administration or related field and four years experience in management or high level staff function involving a major role in budgetary preparation administration. Prefer experience gained with a human services agency.

Knowledges and Abilities: Knowledge of the principles and practices of budgetary preparation and control; knowledge of management information systems and computer applications to such systems; possession of or the ability to gain knowledge of human services funding sources, grant criteria and grant application procedure; ability to effectively communicate orally and in writing.