

DIRECTOR, PUBLIC WORKS FINANCIAL SERVICES

Job Code	Pay Grade
16814	SM3a

Nature of Work

This is professional administrative, and supervisory work managing all financial activities of the Department of Public Works. An incumbent in this classification is responsible for managing the preparing, implementing, and monitoring of a variety of complex public works engineering operating and capital budgets, forecasting financial needs, reviewing all financial transactions, developing internal financial controls, and supervising a support staff. Duties also include the management of grant acquisitions, special projects, bids, contract processes, as well as contract management, administration, analysis, and evaluation. The incumbent exercises considerable independent judgment and initiative in carrying out the daily operations of the division. The incumbent reports to the Director, Public Works CIP & Production Engineering or designee.

Minimum Qualification Requirements

- 8 years experience in professional accounting or finance work in an automated office environment that includes 2 years supervisory and management experience; or
- Associate's degree in accounting, finance, business or related field and 6 years experience in professional accounting or finance work in an automated office environment that includes 1 year supervisory experience; or
- Bachelor's degree and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Plans, directs, assigns, and reviews a support staff engaged in various accounting, budget, personnel/payroll, information system planning, and the monitoring and control of major capital outlay expenditures.
- Supervises staff engaged in the monitoring, tracking and payment of a wide variety of construction contracts.
- Supervises staff engaged in the acquisition, reporting and accounting of state and federal grants.
- Provides expenditure and cash flow projections on the county's transportation program to the County's financial advisor's and Bond Counsel for sizing municipal bond issues needed by the county.
- Coordinates the compilation of the Countywide Capital Improvement Program and the production of all documents relating to the program.
- Evaluates Capital Project requests and makes recommendations to the Director and the County Administrator regarding inclusion in the six year plan.
- Evaluates requests for new programs and positions and provides budgetary analysis for the preparation of the operating budgets for all Public Works Divisions.
- Administers the procurement of all architectural and engineering consultants hired by any county department involving a cost of more than \$10,000, analyzes and makes reports regarding the qualifications of consultants soliciting county contracts; maintains a consultant database of pre-qualified consultants upon which public announcement mailings are based; prepares public advertisements for consulting services, and request for proposal documents.

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Illustrative Tasks (continued)

- Serves as Secretary to the county's Consultant Selection Advisory Committee and coordinates the county's consultant selection process to ensure that the Consultant Competitive Negotiation Act Statute is followed by the county; meets with consultants desiring to do business with the county and makes presentations to consultant professional groups on the county's selection process.
- Negotiates professional service contracts and amendments to existing contracts and ensures that all contracts originating from Public Works follow county contract review procedures.
- Analyzes various Public Works operations and makes recommendations regarding work simplification and records management.
- Provides financial analysis regarding trends in revenues and expenditures which affect future resources available for county maintenance operations; performs cost/benefit analyses, trend analyses, and other economic analyses.
- Performs related work as assigned or required.

Knowledge, Skills, and Abilities

- Knowledge of Electronic Automated Accounting Systems and ability to direct programming efforts on new systems.
- Knowledge of accounting practices and procedures and the ability to apply such knowledge to accounting transactions.
- Knowledge of the laws, rules, and regulations controlling budgetary fiscal record keeping and contract procedures of county government.
- Ability to apply computer applications and software.
- Ability to prepare and analyze administrative and statistical reports and financial statements.
- Ability to follow complex written and oral instructions.
- Ability to prepare and maintain accurate records and reports.
- Ability to establish and maintain effective working relationships with employees, officials and the general public.
- Ability to plan, direct, and supervise the work of subordinate employees.

For official use only

Revised	EEOC Code	Overtime Code	Type
3/10	1	C	E