

CHIEF FINANCIAL OFFICER/HUMAN RESOURCES DIRECTOR**SALARY RANGE**

\$85.388 – 103.790 Hourly
\$14,800.59 – 17,990.21 Monthly
\$177,607.07 – 215,882.51 Annually

DEFINITION

Under administrative direction, plans, organizes, manages, and provides oversight for the overall administrative services operations within Santa Barbara County Association of Governments (SBCAG) including administration, finance, human resources and information technologies. Manages several funding and compliance programs, provides highly responsible and complex professional assistance to the Executive Director in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Executive Director. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over professional, technical and administrative support staff.

CLASS CHARACTERISTICS

This is a senior management classification that oversees, directs, manages and participates in all activities of the administrative services functions including finance, administration, human resources, information technologies and Measure "A" compliance. This class provides assistance to the Executive Director in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires knowledge of public policy, SBCAG functions and activities, and the ability to develop, oversee, and implement multiple programs, projects, and services in assigned area of responsibility. Responsibilities include coordinating the activities of the department with those of other departments and outside agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering SBCAG goals and objectives within general policy guidelines.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

To execute this job successfully, an individual must be able to perform each essential duty satisfactorily. Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibility for all services, programs, and projects of the Administrative Services Division.
- Develops and directs the implementation of goals, objectives, policies, procedures, and work standards for the assigned functions.

- Manages and participates in the development and administration of the department's annual budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Participates on the Executive Management Team providing input on implementation of the goals, policies, and directives of the Board of Directors; provides input on project and program issues, policy, and strategic direction.
- Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned functions, service delivery methods, and procedures; identifies opportunities for improvement and makes recommendations to the Executive Director.
- Selects, trains, motivates, and directs department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities; works with employees on performance issues; implements discipline and termination procedures; responds to staff questions and concerns.
- Contributes to the overall quality of the assigned areas of responsibility by developing, reviewing, and implementing policies and procedures to meet legal requirements and SBCAG needs.
- Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems, and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change; prepares various staff reports on operations and activities.
- Oversees the administration of internal policies and procedures, including providing guidance on preparation of Board meetings.
- Manages the fiscal functions including the preparation of the agency Overall Work Program (OWP) and Budget, Annual Financial Report (CAFR) and yearly Indirect Cost Rate Proposal (ICAP)
- Manages the agencies payroll functions and provides fiscal oversight by monitoring financial controls, reports, databases and audits.
- Forecasts and analyzes variances by reviewing financial and cost allocation reports.
- Manages the OWP and Budget progress by analyzing work element expenditures and funding; prepares amendments to the OWP as needed.
- Manages the administrative and operational functions of SBCAG; develops, interprets and streamlines policies and procedures to ensure legal compliance.
- Negotiates annual contracts with insurance companies to ensure the agency has appropriate levels of coverage for liability, property and vehicles, including buses. Reviews needs and recommends different or additional coverage when appropriate.
- Provides oversight of agency contracts working in conjunction with County of Santa Barbara Counsel and staff; ensures contracts have the appropriate level of insurance requirements and certificates of insurance are received and issued, upon request.
- Manages the human resources function; maintains and updates classification and compensation systems.
- Administers comprehensive benefit programs including selecting and purchasing of health, dental, vision, Life and disability insurances; manages deferred compensation, flexible spending programs.
- Coordinates retirement benefits for employees provided through Santa Barbara County Employee Retirement System.
- Coordinates, communicates and facilitates the annual Open Enrollment benefit processes.
- Manages the development of the Injury and Illness Prevention Program (IIPP) and ensures workplace safety practices and procedures, and compliance.

- Manages the agency's recruitment, selection and hiring procedures; conducts the new employee orientation process.
- Oversees the development of consultant requests for proposals for professional services and the advertising and bid processes; evaluates proposals and recommends project award; coordinates with legal counsel to determine SBCAG needs and requirements for contractual services; negotiates contracts and agreements and administers after award.
- Manages Measure "A" compliance; manages audit processes for recipient agencies and communicates compliance with Maintenance of Effort and Alternative Transportation to recipient agencies, relevant committees and the SBCAG Board of Directors.
- Serves as a liaison for the division to other SBCAG divisions, elected officials, outside agencies, and the public; participates in community events and workshops that provide public information regarding SBCAG programs, projects, and services; explains and interprets SBCAG programs, policies, and activities.
- Represents the agency on special boards, committees, and advisory groups as assigned by the Executive Director. May be designated to act on behalf of the Executive Director in select meetings or initiatives, ensuring alignment with agency policies and objectives.
- Oversees and provides strategic guidance on the work of consultants to ensure alignment with project goals, contract requirements, and agency standards. Coordinates with consultants to review deliverables, monitor progress, and facilitate communication between stakeholders, without direct supervisory responsibility.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the Executive Director.
- Monitors changes in laws, regulations, and technology that may affect SBCAG or departmental operations and programs; implements policy and procedural changes as required.
- May oversee and ensure timely and accurate department-related updates to the agency's website, maintaining consistency with agency branding and communication standards.
- Responds to difficult and sensitive public inquiries and complaints and assists with resolutions and alternative recommendations.
- Performs other duties as assigned.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skill and/or ability required. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying.

Knowledge of:

- Administrative principles and practices, including goal setting and program development, implementation, and evaluation.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Principles and practices of public agency finance, including general and governmental accounting, auditing, and reporting functions.
- Public agency budget development, contract administration, administrative practices, and general principles of risk management related to the functions of the assigned area.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Recent and on-going developments, current literature, and sources of information related to assigned programs and services.

- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications related to the work.
- Proficient use of computers, enterprise software, and communication tools, including email, word processing, spreadsheets, and job-specific systems such as transit operations, scheduling, GIS, CAD/AVL, procurement, and digital timekeeping. Must adhere to agency technology policies, including data security and confidentiality requirements.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing SBCAG in contacts with governmental agencies, community groups, various business, professional, educational, and regulatory organizations, and the public.
- Techniques for providing a high level of customer service by effectively working with the public, vendors, contractors, and SBCAG staff.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for the assigned department and assigned program areas.
- Provide administrative and professional leadership and direction for assigned department and SBCAG.
- Manage and administer major public agency programs that involve extensive coordination and outreach with outside agencies, public and private employers, and the general public.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical reports.
- Effectively represent the department and SBCAG in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Interpret, apply, and ensure compliance with federal, state, and local policies, procedures, laws, and regulations.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, train, motivate, and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, discretion, and independent judgment within general policy, procedural, and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education/Training :

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to or graduation from an accredited four-year college or university with major coursework in finance, human resources, business or public administration, or a related field and

Experience

Minimum of seven (7) years of broad and progressively responsible management and/or administrative experience in finance, accounting and human resources.

Licenses and Certifications:

Maintain a valid California driver's license, reliable transportation, adequate auto insurance as required by State law, and insurability by agency carrier for those driving agency vehicles.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; to operate a motor vehicle and to visit various SBCAG meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

The employee works in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. The employee interfaces with staff, management, other departmental representatives, transportation and government officials, business representatives, and the general public in explaining SBCAG policies and requesting and providing information. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.