

TITLE: ADMINISTRATIVE SPECIALIST (Fiscal Operations)
LEVEL: M-1 \$41,382 - \$50,476
DEPARTMENT: PARKS, RECREATION & BEACHES

FUNCTION: Oversees and manages fiscal and accounting systems, contracts and permits for field and facility use. Performs a variety of routine and complex technical work to provide efficient and effective assistance to management in the administration of City government.

SUPERVISION RECEIVED: Works under the general supervision of the Director of Parks, Recreation & Beaches.

SUPERVISION EXERCISED: Supervises staff as designated by the Director of Parks, Recreation & Beaches.

ESSENTIAL DUTIES AND RESPONSIBILITIES: Oversees and performs all accounting functions; maintains internal controls and safeguards for revenue, expenditures and budgets; presents financial reports in an accurate and timely manner; assists in managing annual budgeting and planning process.

Monitors revenues and expenditures in assigned areas and assists in the preparation of annual budget. Maintains system for receipts, expenditures and reports. Provides supervisor with periodic and as-needed department and budgetary reports. Manages and supervises assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, supervises, motivates and evaluates assigned staff; reviews progress and directs changes as needed. Assures that assigned areas of responsibility are performed in accordance with department SOP's.

EDUCATION AND EXPERIENCE: Knowledge equivalent to graduation from a college or university with a Bachelor's degree in public administration, business management or a closely related field; and one year supervisory experience preferred; or any equivalent combination of education and experience.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of accounting systems and process; experience in managing budget development and analysis; strong analytic and problem solving skills. Experience in grants management as it relates to compliance and reporting of government, corporate and foundation grants preferred.

Excellent interpersonal and team building skills; ability to establish and maintain effective working relationships with employees, supervisors, departments, officials and the public; ability to communicate effectively verbally and in writing. Extensive computer experience including Excel and Word. Munis experience preferred.

SPECIAL REQUIREMENTS: Possession of a valid Massachusetts driver's license and good driving record. Must have a Criminal Offender Record Information (CORI) check, mandatory by MGL Chapter 6 Sec. 172C.

TOOLS AND EQUIPMENT USED: General office equipment such as a personal computer, calculator, copy and, fax machines, printers, scanner and multi-line phone system.

PHYSICAL/ENVIRONMENTAL STANDARDS: Normal office environment, not subject to extremes in temperatures, noise, odors, etc. Frequent interruptions to assist citizens, spends extended periods at terminal, on telephone, and/or operating other office machines. Regular lifting and carrying of files, documents, records, etc. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level is what is expected when a large group of children is present.

SELECTION GUIDELINES: Formal application; rating of education and experience; oral interview and reference check; job-related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.