

MAJOR FUNCTION

This is highly responsible administrative and managerial work in planning, organization, management, and direction of departmental activities as a principal assistant to the Consolidated Dispatch (CDA) Administrative Services Manager. The position has primary responsibility for financial functions.

Work includes directing, coordinating, and overseeing departmental operations related budget preparation and administration, financial management, procurement, assets/inventory, and grants administration. The incumbent supervises the day-to-day activities of assigned staff and works closely with line-level employees, supervisors, and the agency's executive leadership to provide consultation on routine and complex fiscal matters.

Assigned projects are typically of high organizational impact and may require collaboration with senior managers from other departments or agencies, as well as members of executive management teams, often involving financial matters.

The work is designed to relieve the Administrative Services Manager of operational and administrative detail through the conduct of fiscal studies, review of materials, compilation and analysis of information, and the communication and interpretation of financial actions. Work is performed under general supervision, requiring the exercise of considerable initiative, independent judgment, and ingenuity. Performance is evaluated through conferences, written reports, and the results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Oversees the management of financial operations, to include procurement, payroll, budget forecasting, accounts payable, accounts receivable, grant accounting, and related fiscal functions. Supervise and coordinate the work of direct reports. Collects, coordinates, prepares, and administers the agency's budget. Reviews and assesses the viability of internal controls related to administrative, human resource, purchasing, procurement, and budgetary activities, and develops, implements, and maintains improved policies, procedures, methods, and systems

Manages benefits administration by responding to employee and vendor inquiries regarding benefit coverage and coordinating with benefits providers and insurance brokers, as applicable, to resolve employee issues.

Responsible for the financial management of agency grants, including budgeting, expenditure tracking, compliance monitoring, reporting, and coordination with funding agencies to ensure adherence to grant requirements and applicable regulations.

Responsible for managing a portfolio of contracted suppliers, including oversight of contract administration and vendor performance management, and serving as the liaison between the agency and external suppliers to ensure compliance with contractual terms, service quality, and organizational needs.

Provides oversight of the department's purchase card program, as assigned.

Assists with annual audits and coordinates responses to inquiries from auditors and oversight entities, ensuring the timely provision of accurate financial, operational, and compliance documentation in support of audit activities and regulatory requirements.

Other Important Duties

May attend meetings for agency leadership. Performs related work as required.

DESIRABLE QUALIFICATIONSKnowledge, Abilities and Skills

Thorough knowledge of the principles and practices of the City of Tallahassee and/or the Consolidated Dispatch Agency including public-sector management and governance. Thorough knowledge of administrative management principles, internal controls, and organizational oversight.

Considerable knowledge of group dynamics, problem-solving methodologies, and behavioral and organizational change strategies. Considerable knowledge of the methods and techniques used in conducting administrative and management studies, including data analysis and formal report writing.

Ability to communicate clearly, concisely, and effectively, both orally and in writing. Ability to exercise initiative, ingenuity, and resourcefulness in addressing new or complex problems. Ability to analyze, interpret, and present research findings and operational data in a clear and actionable manner.

Ability to establish and maintain effective working relationships across all levels of the organization and with partner agencies. Ability to lead, mentor, and develop others within the organization. Ability to plan, organize, and train staff in a manner that promotes high performance, accountability, and positive morale.

Ability to exercise sound analytical judgment when evaluating operations and recommending organizational or operational changes or alternatives. Skill in the effective use of microcomputers and standard business software applications relevant to administrative, financial, and human resources functions.

Minimum Training and Experience

Possession of a bachelor's degree in business administration, public administration, finance, accounting, or a related field relevant to the area of assignment, and four (4) years of professional administrative or management experience involving finance, accounting, purchasing, , planning, communications, or a closely related functional area; or an equivalent combination of education, training, and experience.

At least two (2) years of the required professional experience must have included supervisory responsibility.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

Background and Character: Must successfully complete a comprehensive background investigation, including criminal history, employment verification, and reference checks. Must demonstrate integrity, reliability, and good moral character.

Must successfully complete a fingerprint based criminal history records check.

Must complete CJIS Security Awareness training within the first week of employment.

Established: 08-17-22

Revised: 01-15-26

05-01-26