

Chief Deputy – County Auditor

Job Description



Department: Auditor
Position: Appointed
Grade: 731
Supervisory: Supervisor
Reports to: County Auditor

Summary

Under general guidance and direction of the elected County Auditor, performs supervisory and professional administrative duties related to statutory functions of the Auditor's Office. Works in a close, confidential relationship with the elected official. Incumbents in this classification are appointed by, and would discharge the duties of the elected County Auditor in the event of his or her absence or disability. This position functions as an extension of the elected Auditor and is an integral part of the executive function of the office and all statutory responsibilities.

Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, and coordinate the work of assigned personnel; schedule workload and delegate assignments; oversee training and ensure work is completed accurately and efficiently.
2. Identify, evaluate, and resolve personnel concerns.
3. Evaluate performance and conduct performance appraisals.
4. Make staffing decisions related to the hiring and retention of assigned personnel and the administration of disciplinary action in accordance with County policy and procedure.
5. Serve as a confidential advisor to the County Auditor.
6. Serve as a liaison between the Auditor's Office and department heads, as well as other internal and external stakeholders, as assigned.
7. Assist in keeping county financial policies and procedures up to date.
8. Develop strategies to meet changing needs, address problems, prioritize objectives, and improve services promoting stakeholder and community involvement, as assigned.
9. Represent the department and the county to the public and the media on issues related to budget, finances, and other areas under the Auditor's office.
10. Oversee strategic projects related to the Auditors office, as assigned.
11. Serve as a resource for employees of the Auditor's Office on government finance, auditing, and County financial processes.

For Office Use Only

Job Code: 1010
Job Title: Chief Deputy – County Auditor
FLSA: Exempt
Effective Date: 2/28/2024
Public Safety: No

Worker's Compensation: Clerical
Background Level: I
Safety Sensitive: No
DOT: No
ML: Assistant Department Head

12. Represent the County Auditor's Office and its interests to legislators and the state executive branch regarding policies and laws related to Utah County.
13. Assist in enacting changes to county policy and procedures to ensure compliance with state and county code.
14. Administer the budget and fiscal process of the department and the county in support of the County's fiscal objectives and priorities, as assigned.
15. Assist with developing and implementing long-term financial goals for the Department and County.
16. Serve as Deputy Auditor in the discharge of the Auditor's duties as outlined in Utah Code.
17. Assist in formation of the tentative budget from a political perspective.

Knowledge, Skills, and Abilities

- Considerable knowledge of the principles, methods, and practices of public finance, fund accounting, external auditing, operational and capital budgeting, and cash management
- Knowledge of State and local government organization and administration
- Knowledge of Constitutional and statutory law
- Knowledge of computerized accounting and automated financial reporting procedures
- Skilled in preparing and submitting clear, concise and accurate reports
- Skilled in applying financial knowledge to statistical data
- Skilled in motivating and effectively supervising others
- Skilled in public relations practices and techniques
- Skilled in reading, writing, and accounting
- Skilled in using computer hardware and software for word processing, spreadsheets, presentations, databases, and email
- Ability to develop and implement strategic plans, policies, and procedures
- Ability to establish and maintain effective working relationships with those contacted during the course of work activities
- Ability to communicate effectively verbally and in writing
- Ability to work effectively under stress
- Ability to maintain confidentiality

Supervisory Responsibility

This position has direct supervisory responsibility and does serve as a coach and mentor for other positions in the department.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopiers, shredders, and filing cabinets. Work may expose the incumbent to high-stress situations, including contact with the public and others in

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confrontational, emotionally charged, or uncomfortable circumstances. The noise level in the work environment is usually moderate.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use manual dexterity to handle, feel, and operate objects, tools and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear. Specific vision abilities by this job include close vision and ability to adjust focus. The employee is required to type, file, and lift supplies up to thirty (30) pounds. The employee regularly drives a motor vehicle.

Position Type/ Expected Hours of Work

Incumbent must work eighty (80) hours each pay period to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening and weekend work may be required as job duties demand.

Travel

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

Recommended Education and Experience

1. Bachelor's degree in finance, business, or communications
2. Five (5) years of experience in finance, communications, and/or business.
3. Five (5) years of management and supervisory work experience of which two (2) years are at the executive level.
4. Equivalent combinations of education and experience may also be considered.

Preferred Education and Experience

1. Preference may be given to applicants with a master's degree in Accounting OR a master's degree in Business Administration or Public Administration with an accounting emphasis.
2. Preference may be given to individuals with four (4) or more years of local government work experience.

Additional Eligibility Qualifications

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.

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2. Selected applicants will be required to submit to a pre-employment drug screen and background check.

AAP/EEO Statement

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

Acknowledgement below to be completed after an offer has been extended and accepted.

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee _____ Date _____

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