

## FACILITIES SUPPORT SERVICES FINANCIAL SPECIALIST

### DEFINITION

Plans, coordinates, supervises, and participates in budget development, contract invoicing, and analysis of data regarding fiscal and administrative activities for which Facilities Support Services provides services to the Facilities Services Division.

### TYPICAL DUTIES

Plans, coordinates, supervises, and participates in the following functions:

- Preparing budgetary materials, establishing and maintaining expenditure controls, analyzing and evaluating budget proposals and expenditures, and preparing necessary budget adjustments for organizational units within the Facilities Services Division.
- Analyzing accounts to ensure conformance with program guidelines, District's revenue sources, expenditure forecasts, and operational and project budgets from various funding sources.
- Developing and recommending the implementation of changes in financial policies and procedures related to income and expenditures relevant to the Facilities Services Division.
- Compiling and analyzing fiscal data and preparing financial reports on Facilities Services Division programs and budget matters.
- Analyzing legislation, rules, and legal opinions affecting District finances.
- Drafting proposed legislation affecting District finances.
- Coordinating the preparation of the District's application of funding and participating in the negotiation of these proposals with State and federal representatives.
- Administering contractual and service relationships with contractors.
- Preparing and presenting written reports and communications to District executive and financial staff regarding financial planning actions.
- Representing Facilities Support Services at meetings with other District units.

Performs related duties as assigned.

### DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A Facilities Support Services Financial Specialist plans, coordinates, supervises, and participates in the compilation and analysis of data regarding fiscal and administrative activities related to Facilities Support Services.

An Administrative Services Manager administers financial and business management activities for a large organization. While specific duties of individual positions vary, there are common factors of supervision; responsibility for preparation, analysis, and control of the organizational unit's budget and expenditures; and liaison activities with other units in coordinating business and service functions.

A Principal Financial Analyst serves as a specialist in financial matters and procedures related to proposal and budget preparation and modification, expenditure analysis, position control, and income forecasts for special or regular programs.

## SUPERVISION

General direction is received from the Director of Facilities Support Services or other administrator. General supervision is exercised over technical and clerical employees.

## CLASS QUALIFICATIONS

### Knowledge of:

- Principles and practices of business and public administration as they relate to budget preparation and control, fiscal management, and financial analysis
- Administrative, fiscal, and statistical analysis techniques
- Office management methods, forms, and equipment
- City, county, State and federal laws, rules, and regulations, and policies of the District that affect administrative and financial activities
- Organization and functions of District administrative units
- Basic structure of District financial systems
- Data processing concepts and practices as they relate to the development of financial management
- Principles of supervision
- Microsoft Office

### Ability to:

- Analyze cost figures and statistical data for the development of administrative and fiscal controls and financial forecasts
- Analyze and interpret legislation affecting District finances
- Coordinate and supervise administrative and financial functions in a multiple-unit organization
- Maintain effective relations with outside contractors, District personnel, and representatives of public agencies
- Use critical judgment in the evaluation of data and the development of clear, concise budget plans, business management procedures, and reports
- Work under pressure of strict deadlines
- Prepare clear, and concise reports and recommendations
- Make effective oral presentations

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from a recognized college or university with a bachelor's degree, preferably in business or public administration, finance, economics, or a related field. Experience in addition to that listed below may be substituted for up to two years of the required education on a year-for-year basis.

### Experience:

Five years of professional-level analytical or managerial experience, including at least three years of experience involving financial or administrative analysis or control of District budgets. A graduate degree in business or public administration or finance may be substituted for up to one year of the required experience.

Special:

A valid California Driver License  
Use of an automobile

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and abilities. Management retains the discretion to add or change typical duties of the position at any time.

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09-06-07  
JPK