

DIRECTOR, FISCAL SERVICES

DEFINITION

Under administrative direction, to plan, organize, coordinate, and manage the fiscal, budgeting, and accounting functions of the Superior Court of California, County of San Francisco; to assist the Chief Executive Officer with development of Court assets and maintenance of budget controls; to perform a wide range of the most complex professional fiscal control, financial reporting, and accounting work; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a single position classification for the management and conduct of the Court's Fiscal Services functions and operations.

REPORTS TO

Chief Executive Officer

CLASSIFICATIONS SUPERVISED

Fiscal Systems and Services Manager, Fiscal Services Supervisor, Senior Fiscal Technician, Fiscal Technician, and other support staff, as assigned.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes, directs, and manages the Fiscal Services functions of the Superior Court of California, County of San Francisco; provides supervision, training, and work evaluation for assigned staff; provides advice and consultation regarding the development of the Court's financial resources; assists the Chief Executive Officer with long range financial planning, including the protection of Court assets, and maintenance of budget controls; directs and oversees the gathering of data and the development of financial projections for the preparation of the Court budgets; analyzes budget requests and develops presentations for outside fiscal control agencies; may perform operations audits of Court departments and units; directs the recording and identification of fixed assets; directs and ensures timely and accurate postings to the general and subsidiary ledgers; oversees the development, preparation, and presentation of financial reports and statements; reviews the fiscal implications of insurance and risk management issues; directs and oversees purchasing activities and serves as a liaison with vendors and contractors, when necessary; coordinates with outside audits of Court financial records; performs special analytical

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studies and projects, as assigned by judicial officers and the Chief Executive Officer; maintains an awareness of legislation and court mandates which impact Court fiscal functions and reporting responsibilities; represents Court Fiscal Services policies and functions with Court staff, the public, and other agencies.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; ability to lift and move objects weighing up to 25 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office and in various courtroom locations throughout the City and County; continuous contact with judicial officers; executive management staff and other staff; all levels of staff at the City's Budget Office, Board of Supervisors, City and County Controller's Office, City Attorney's Office, City Retirement System, Administrative Office of the Courts; job applicants and candidates; and the general public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles, methods, and practices of accounting, auditing, budgeting, finance, and the development and maintenance of fiscal controls.
- Laws, rules, and regulations governing the Court financial functions and the development and maintenance of fiscal records.
- Computerized fiscal systems.
- Purchasing and inventory control methods and procedures.
- Methodologies and techniques used in the development of fiscal projections.
- Government budgeting and cost accounting.
- Principles of supervision, training, management, and work evaluation.

Ability to:

- Plan, organize, and manage Court fiscal services, records development, and reporting.
- Provide supervision, training, and work evaluation for assigned staff.
- Develop and implement fiscal control policies and procedures.
- Coordinate budget development and presentation.
- Provide counseling and advice on fiscal resources management and budget controls..
- Be responsible for financial reporting.

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- Use a computer and applicable software packages in the administration of financial systems.
- Effectively represent the Court Fiscal Services system, functions, and policies in contacts with other Court staff, the public, and other government agencies.
- Maintain confidential information when required by legal or ethical standards.
- Establish and maintain cooperative working relationships with judges, government officials, employees and the general public.

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five years of increasingly responsible work experience in professional fiscal analysis, records development, and reporting work. Previous experience in a management or supervisory position is desirable.

Special Requirements:

Incumbents may be required to pass a criminal history background check. Information discovered through such a background check may become grounds for dismissal from employment.

The contents of this class specification shall not be construed to constitute any expressed or implied warranty or guarantee, nor shall it constitute a contract of employment. The contents of this specification may be modified or revoked without notice. Terms and conditions of employment are "at will" employment at the pleasure of the Judges of the Superior Court of California, County of San Francisco.