



## Fiscal Director of Administrative Services

### Administrative Services Division

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#### **ACCOUNTABILITIES:**

This position reports to the Executive Director of Lucas County Children Services. Oversees development of the annual budget; provides technical, and financial analysis assistance to the Executive and Deputy Director and agency department heads. Efficiently manages the agency's financial resources in the matter most conducive to supporting the agency's direct service efforts. Provides administrative oversight of the Administrative Services Department and its' various divisions, to include work direction and training of assigned staff.

#### **ESSENTIAL DUTIES:**

Administers the fiscal affairs of the agency. Responsible for the development of the agency budget in conjunction with the Executive Director, Deputy Director, Fiscal Manager, and department heads. Responsible for managing the agency budget. Coordinates agency financial planning. Ensures accurate financial reporting to various County departments, Boards, committees, and external entities. Oversees the production and dissemination of various reports.

Directs, supervises, and evaluates the work of the Secretary, Manager of Support Services, Fiscal Manager, Data and Clerical services Manager and the Information Services Manager. Interviews and recommends the hire of new staff in the Administrative Services Department. Works with Human Resources staff on grievance adjustment and resolution for assigned areas. Also, reviews and/or recommends the transfer, promotion, demotion, and dismissal of Administrative Services staff. Conducts performance evaluations and reviews position descriptions as prescribed.

Collaborates with the Executive Director, Deputy Director and Director of Human Resources on the staffing levels, fringe benefits and salary administration for the agency. Participates in the labor contract negotiations. Responsible for development of financial information used in the collective bargaining process.

Reviews, interprets, and provides an analysis of the financial impact of federal, state, and local laws on Child Welfare. Provides input for the development of policies and procedures for compliance with the noted laws.

Assists the agency in defining goals and objectives; assists in the development of programs and formulation of agency policies and procedures. Recommends changes to policies and programs; legislative changes; rules and regulatory changes. Implements and monitors strategic plans and improvement goals for program areas and established measurable goals for assigned work/program areas.

Participates on agency committees to provide input on risk and economic impact of related activities. Committee Participation as required and/or requested: Finance, Programs & Services, Labor Management, attends Board meetings. Member of the Director's Team.

#### **NON-ESSENTIAL DUTIES:**

Performs or assumes other duties as assigned by the Deputy Director or designee.

**SCOPE OF POSITION:** Reports to the Deputy Director. Supervises: Manager of Support Services, Manager of Fiscal, Manager of Data/Clerical Services, Manager of Information Services, Clerical Supervisors, and Administrative Secretary. Manages a multi-million-dollar budget.

#### **MINIMUM QUALIFICATIONS**

Master's degree in accounting and/or Certified Public Accountant (CPA) Designation with five (5) years of progressively responsible experience in finance, administration, and employee relations **OR** a Bachelor of Science in Accounting or related field and eight (8)

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*As an Equal Opportunity Employer, Lucas County Children Services is committed to a diverse work force.*

years of progressively responsible experience in finance, administration, and employee relations. MBA preferred. Minimum three (3) years of supervisor experience. Experience with public/private non-profit agency and real estate-property management preferred. Knowledge of Governmental Structure helpful. Must possess the ability to utilize various forms of computer technology to access information reports including budget and financial analysis. Demonstrated ability to model effective interactions and communication skills in cross-cultural situations required.