

**City of San José**  
**CLASS SPECIFICATION**

**Title: Assistant City Auditor (U) (1255)**

<b>DEPARTMENT</b>	<b>ACCOUNTABLE TO</b>	<b>FLSA STATUS</b>
Auditor's Office	City Auditor	Exempt

**CLASS SUMMARY**

Under direction, performs work of considerable difficulty in the coordination of all audit, evaluation and administrative activities carried out by the major sections of the City Auditor's office, and special audit and administrative assignments directed by the City Auditor. Performs related work as required.

**DISTINGUISHING CHARACTERISTICS**

An incumbent in this position ensures the coordination of all audits, evaluation and administrative services provided by the department and provides assistance to the City's outside auditors. This class differs from the next lower class of Supervising Auditor in that incumbents of the latter class have responsibility for a major section in the City Auditor's office. This class differs from that of City Auditor in that the latter has ultimate technical and administrative responsibility for the department's activities and reports directly to the City Council.

**QUALIFICATIONS**

**Minimum Qualifications**

**Education and Experience**

A Bachelor's degree from an accredited college or university in accounting or related field, and seven (7) years of professional work in accounting, auditing, fiscal management or budget control work, (2) two years of which must have been at a management and policy making level with direction of professional accounting or audit staff.

**Acceptable Substitution**

Additional years of professional work experience in accounting, auditing, fiscal management or budget control work may be substituted for the education requirement on a year for year basis.

**Required Licensing (such as driver's license, certifications, etc.)**

None

**Other Qualifications**

**(Incumbents may be required to have different combinations of the listed qualifications, or more specific job-related qualifications depending on the position.)**

**Basic Competencies**

**(Needed at entry into the job in order to perform the essential duties.)**

- Job Expertise – Demonstrates knowledge of and experience with applicable professional/technical principles and practices, Citywide and departmental procedures/policies and federal and state rules and regulations.
  - Knowledge of the principles of auditing standards, internal control requirements and techniques.
  - Knowledge of public administration, organization, management and data processing applications.
  - Ability to develop and implement policies and procedures for the City Auditor's office.

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- Communication Skills - Effectively conveys information and expresses thoughts and facts clearly, orally and in writing; demonstrates effective use of listening skills and displays openness to other people's ideas and thoughts.
- Computer Skills - Experienced with common business computer applications including but not limited to: MS Outlook, MS Word, MS PowerPoint, MS Access, and MS Excel.
- Supervision - Sets effective long and short-term goals based on a good understanding of management practices; establishes realistic priorities within available resources; provides motivational support; empowers others; assigns decision-making and work functions to others in an appropriate manner to maximize organizational and individual effectiveness.
- Fiscal Management - Understands the relationship of the budget and resources to the strategic plan; complies with administrative controls over funds, contracts, and procurements.
- Collaboration - Develops networks and builds alliances; engages in cross-functional activities.
- Planning - Acts to align own unit's goals with the strategic direction of the organization; defines tasks and milestones to achieve objectives, while ensuring the optimal use of resources to meet those objectives.
- Political Skill - In taking action, demonstrates an understanding and consideration of how it will impact stakeholders and affected areas in the organization.

**Additional Competencies and/or Desirable Qualifications**

**(Competencies, knowledge, skills and abilities that are more position specific and/or likely to contribute to more successful job performance.)**

- Knowledge of the City's charter, budget process, administrative orders, policies, civil service rules and administrative processes.
- Ability to carry out City Council directives.

DUTY NO.	<b><u>TYPICAL CLASS ESSENTIAL DUTIES:</u></b> (These duties and estimated frequency are a representative sample; position assignments may vary depending on the business needs of the department.) Duties may include, but are not limited to, the following:	FREQUENCY*
1.	Coordinates and participates in the development and implementation of goals, objectives, policies, and priorities for the City Auditor's office.	Daily
2.	Assists the City Auditor in carrying out the requirements and responsibilities outlined in the City Charter, and as further defined by City Council policy.	Daily
3.	Selects, supervises, trains and evaluates assigned staff.	Daily
4.	Provides technical assistance and policy guidance to audit and administrative staff to assure a coordinated program of audit and evaluation of the City's transactions, programs, systems, procedures and policies.	Daily

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5.	Assists the City Auditor in managing the City's outside auditors and coordinates staff audit assistance during the year end audit.	As Required
6.	Represents the City Auditor's office at meetings of professional societies and associations.	As Required
7.	Assists in the preparation and administration of the department budget.	As Required
8.	Serves as Acting City Auditor as required.	As Required
9.	Performs other related work as required.	As Required

\*Frequency defined as Daily/Several Times, Daily, Weekly, Intermittent, or As Required

**PHYSICAL/ENVIRONMENTAL ELEMENTS**

The following is a general statement for the classification. Individual positions may have additional or different physical/environmental elements. In an office environment, possess ability to:

- Operate, access, enter, and retrieve data using standard office equipment, including but not limited to a computer or tablet;
- Read printed materials and a computer screen;
- Communicate in person and over the telephone;
- Lift, carry, push, and pull materials and objects up to 25 pounds, or heavier weights, in all cases with the use of proper equipment;
- Move between/within work areas, including but not limited to sitting, walking, and standing on various surfaces, turning, bending, grasping, and making repetitive hand movements;
- Be exposed to moderate noise levels and controlled temperature conditions;
- Maintain professional demeanor during interactions with staff, customers and the public.

**CLASSIFICATION HISTORY** *Created 7/80, Rev. 10/89, Inactivated 2002, Activated 06/23.*