

City of San Jose

City Auditor U (1256)

CLASS CODE: 1256		
DEPARTMENT: Office of the City Auditor	ACCOUNTABLE TO: Mayor and City Council	FLSA STATUS: Exempt

CLASS SUMMARY:

Incumbents are responsible for managing the work of Office of the City Auditor. Duties include: planning, organizing and directing the work of Office of the City Auditor in the review and appraisal of City programs to assess economy, efficiency and effectiveness; assigning audit projects and scheduling work; directing special audits and investigations as assigned by City Council; directing the audit staff and contractors to perform annual post audits of all fiscal transactions and accounts; reviewing audit findings and recommendations; directing the writing of audit reports; directing the preparation of monthly activities, findings and recommendations; conducting audit conferences; meeting with City officials, media and the public regarding audit issues; conducting training for City management staff and professional audit organizations; and representing City in conferences and in professional organizations.

DISTINGUISHING CHARACTERISTICS:

The City Auditor is the highest level in a three level professional series in the Office of the City Auditor. The City Auditor is distinguished by its full responsibility for managing the work of the Office of the City Auditor and the direct reporting relationship to the Mayor and City Council.

Training and Experience (positions in this class typically require):

Bachelor's Degree in related field and eight years audit, accounting, fiscal management experience, including three years of supervisory/management experience; or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Certified Public Accountant;
- Valid CA Driver's License.

Knowledge (position requirements at entry):

Knowledge of:

- Governmental auditing standards;
- Accounting and auditing principles;
- Organizational theory principles;
- Generally Applied Accounting Principles (G.A.A.P.)
- Applicable laws, rules, and regulations;
- Public administration principles.

Skills (position requirements at entry):

Skill in:

- Preparing reports and making presentations;
- Researching data;
- Directing and monitoring audit programs;
- Developing and implementing audit procedures;
- Monitoring and evaluating staff;
- Using computers and applicable software;
- Interpreting applicable laws, rules, and regulations;
- Communication, interpersonal skills as applied to interaction with coworker, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
1.	Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations.	Daily 10%	
2.	Directs special audits and investigations as assigned by the City Council.	Daily 30%	
3.	Directs the audit staff and contractors to perform annual post audits of all fiscal transactions and accounts.	Daily 10%	
4.	Reviews audit findings and recommendations and directs the writing of audit reports.	Weekly 30 -35%	

DUTY NO.	TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)	FRE-QUENCY	BAND/ GRADE
5.	Directs the preparation of a monthly report of the City Auditors activities and findings.	Monthly 5%	
6.	Conducts audit conferences with auditees.	Monthly 5%	
7.	Meets with Mayor and City Council to discuss audit policies and accomplishments.	Monthly 5%	
8.	Conducts training for City management staff and professional audit organizations regarding risk-based auditing and controls self-assessment.	Monthly 5%	
9.	Performs other duties of a similar nature or level.	As Required	

Physical Requirements:

Positions in this class typically require: reaching, standing, walking, talking, hearing, seeing and repetitive motions. Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

NOTE:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.