

City of San Jose

SUPERVISING AUDITOR (1245)
SUPERVISING AUDITOR (U) (1250)

CLASS PURPOSE

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

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Coordinates and participates in the development and implementation of goals, objectives, policies, and priorities for the City Auditor's office.

Assists the City Auditor in carrying out the requirements and responsibilities outlined in the City Charter, and as further defined by City Council policy.

Evaluate the performance of audit staff and assist in the evaluation of the performance of administrative staff.

Assign audit staff and review audit plans, resources, and completion dates.

Monitor and control work assignments so that audits are completed as assigned and that they meet governmental auditing standards.

Review audit workpapers and finding development sheets and help audit staff prepare audit report drafts.

Provides technical assistance and policy guidance to the other professional and administrative staff to assure a coordinated program of audit and evaluation of the City's transactions, programs, systems, procedures and policies

Assists in the preparation and administration of the department budget.

Selects, supervises, trains and evaluates assigned staff.

Assist in departmental administration.

Typical End Results Include: Audits are conducted according to government auditing standards; production of final audit and management reports that are of high professional quality; the acceptance and implementation of audit recommendations.

DISTINGUISHING CHARACTERISTICS

This is the highest level in the Auditing series. Incumbents provide full supervision of other professional auditors. The City Auditor assigns general objectives for the Department and Supervising Auditors are responsible for directing audit staff in completing the assignments. This class differs from the Senior Program Performance Auditor in that individuals in the latter class lead specific audits but are not responsible for work production of the entire audit staff. This class differs from City Auditor in that the latter has full managerial accountability for the Department.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

Knowledge of the principles of accounting, auditing standards, internal control requirements and techniques.

Knowledge of public administration, organization, management and data processing applications.

Knowledge of the principles and practices of supervision.

Knowledge of budgetary principles and practices.

Ability to develop and implement policies and procedures for the City Auditor's office.

Ability to communicate effectively, both orally and in writing.

Ability to interpret and apply laws and regulations.

Ability to develop and maintain effective relationships with other City departments and the public.

Competency Knowledges, Skills and Abilities

Knowledge of the City's charter, budget process, administrative orders, policies, civil service rules and administrative processes.

Ability to carry out City Council directives.

Ability to prepare and administer the department budget.

Ability to supervise professional audit staff.

Training and Experience

Any combination equivalent to successful completion of advanced undergraduate course work in accounting or related field, and five (5) years of professional work in accounting, auditing, fiscal management or budget control work, two years of which must have been at a management and policy making level or equivalent.