

NEW CASTLE COUNTY GOVERNMENT

Number 0253

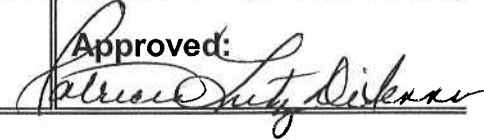
CLASS SPECIFICATION

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Date 05/01/03

Title: FINANCE ADMINISTRATION MANAGER

Approved:



GENERAL STATEMENT OF DUTIES: Assists the Chief Financial Officer in the overall activities of the Office of Finance to ensure quality service in all areas to the citizens of New Castle County; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for assisting the Chief Financial Officer in various management and operational activities within the Office of Finance. The employee exercises independent judgment and initiative in carrying out responsibilities. The work is performed under the general supervision of the Chief Financial Officer.

EXAMPLES OF WORK: (Illustrative Only)

- Executes orders and directives of the Chief Financial Officer;
- Assists in developing, formulating, and executing policies and procedures;
- Assists in preparing, coordinating, and monitoring the annual budget and monitors related records;
- Prepares reports/analyses and makes recommendations as required;
- Works with staff in developing methods for dealing with organizational issues and in responding to problems or requests received;
- Assists managers in the supervision and evaluation of staff;
- Attends meetings and reports on activities as specified by the Chief Financial Officer;
- Interacts with government officials, agencies, and the public, providing information and assistance concerning related issues;
- Assists in special projects as assigned by the Chief Financial Officer;
- Assures confidentiality of records and safeguards information and documentation;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the modern principles and practices of business and office management, operational analysis, and office systems to include accounting and fiscal management; ability to establish and maintain effective working relationships with associates, government officials, agencies, and the general public and to promote an ongoing attitude of dedication to excellent customer service; ability to reason logically and draw valid conclusions; ability to communicate courteously and effectively, both verbally and in writing; ability to pass a Class III County physical examination.

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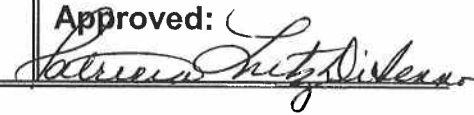
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CLASS SPECIFICATION

Date 05/01/03

Title: FINANCE ADMINISTRATION MANAGER

Approved:



ACCEPTABLE EXPERIENCE AND TRAINING: At least five years progressively responsible experience in the financial field and possession of a Bachelor's Degree from an accredited college or university with major course work in business administration, public administration, or related field; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

HISTORY OF REVISIONS:

Established: 07/01/98

Revised: 05/01/03