



# Assistant Director, Finance and Facilities

Class Code:  
4803

Bargaining Unit: Unrepresented - Management

SUPERIOR COURT OF CALIFORNIA, COUNTY OF ALAMEDA  
Established Date: Jun 20, 2006  
Revision Date: Jun 26, 2014

## SALARY RANGE

SEE SALARY SCHEDULE

## **JOB DESCRIPTION:**

### JOB DEFINITION

Under the direction of the Director of Finance and Facilities, to manage the financial, budget and facilities systems, functions and operations of the Court; and to perform other related duties as assigned.

### DISTINGUISHING FEATURES

This is a first-level management class that reports to the Director of Finance and Facilities and assists in the overall administration of the division and supervision of staff. This class is distinguished from the higher-level class of Director in that the latter is a senior-level management class that has overall management of the Finance Division, whereas the Assistant Director assists with all functions and operations within the division.

## **EXAMPLES OF DUTIES:**

NOTE: The following are typical duties performed by employees in this classification.

1. Assists in the planning, directing and coordination of activities related to budget development and administration, fiscal and trust accounting, revenue collections, purchasing, capital planning, banking, facilities management, grant administration, contract administration, and other related administrative support operations.
2. Plans, directs, organizes, coordinates, monitors and evaluates the overall fiscal and financial operations of the Court; prescribes, controls and audits court accounting and financial systems; directs the development and implementation of court-wide fiscal policies and procedures and financial control system audits; and oversees operational or procedural changes need to ensure audit compliance.

3. Directs the development of the annual Court budget, prepares quarterly budget projections, and monitors revenue and expenditure transactions
4. Prepares and presents financial reports and advises the Director, Executive Officer and the Executive Team on financial matters and conditions; conducts fiscal analyses and prepares cost projections.
5. Verifies the legality of expenditures within the Court; makes and implements recommendations to improve the cost effectiveness of court operations; identifies operational problems and formulates appropriate solutions.
6. Interacts with AOC/Judicial Council staff regarding budget preparation and reports; provides staff support to Court judicial representatives on AOC/Judicial Council budget-related working groups or committees; and facilitates meetings, including court operations committees and workgroups.
7. Selects, trains, evaluates, coaches and disciplines staff, directly and through subordinates; maintains records for continuing supervision and management of the workload, operations and programs.
8. Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

### Education:

Possession of a Bachelor's Degree from an accredited college or university in business or public administration, accounting, finance or closely related field. A Master's Degree from an accredited college or university in any of the above fields is highly desirable.

And

### Experience

The equivalent to five years of full-time experience in professional accounting, auditing and budget preparation and monitoring in the public and private sector that includes two years of management experience overseeing a division of professional staff performing these functions.

### Certification

Possession of a Master's Degree from an accredited college or university can substitute for one year of the required experience.

## **KNOWLEDGE AND ABILITIES:**

***Knowledge of*** Federal, state, and local laws, codes, regulations and standards related to auditing and financial control of a public agency; accounting and auditing principles, methods and techniques; principles and techniques of budgeting, fiscal analysis and program management; financial techniques for short-term and long-term financing instruments; finance and accounting practices in the private and public sector; methods of leadership, principles and practices of supervision and training; principles and theory of public administration, including general administration, fiscal management and information technology management.

***Ability to*** plan, organize, direct and evaluate the activities of staff prepare annual budget and monitor expenditures and revenue; prepare and present financial reports and advise executive management on financial matters and conditions; direct the development and implementation of administrative policies, procedures, plans and programs; analyze complex problems and identify logical solutions; investigate, analyze and evaluate procedures and effect changes as needed; establish and maintain effective working relationships with staff, judicial officers, members of the legal community, public officials, media and representatives from outside agencies; communicate effectively orally, and in writing, to include public presentations on court activities, functions and issues, and preparation of executive correspondence and reports; lead, develop and motivate individuals to meet goals and objectives; enthusiastically and effectively deliver high quality services; meet deadlines; organize and prioritize work; and create innovative and cutting edge budget and finance programs.

## **CLASSIFICATION HISTORY:**

Date established: 6/20/06

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Revised: June 26, 2014