



General Summary of Classification:

Oversight and management of multiple department-specific support areas including but not limited to financial operations to include fiscal forecasting for operating and CIP budgets, complex reimbursement programs, revenue streams, technology support, quality control, audits, facilities management, asset management, logistics, procurements, various personnel functions, administrative support, fiscal and miscellaneous reporting, miscellaneous compliance efforts, customer support services, various special projects, etc., all functions that are common to all the department's core operations and collectively serve as resources supporting the department's core operations; performs other duties as assigned.

Examples of Primary Tasks, Duties and Responsibilities (TDR):

NOTE: This is not a job description. The following examples are intended to be illustrative of the nature and scope of TDR that are typically assigned to positions in this job classification. Examples below are not all comprehensive. Actual assigned TDR may vary based on operational needs.

- Provides and ensures effective supervision of the assigned staff (professional, paraprofessional, technical, support, etc.) including activities not limited to selection, scheduling, priorities, training, coaching, mentoring, providing feedback, disciplinary actions and providing development opportunities for assigned staff (includes direct and indirect report staff);
- Ensures all department-specific support areas function efficiently to meet the collective needs of the department's core operations, programs, services, etc.;
- Serves as a member of and collaborates with the Department's senior management team in developing and implementing overall strategy (mission, vision, goals) and in communicating and implementing that strategy throughout the Department;
- Collaborates effectively on the development and revision of department-specific policies and procedures to ensure that policies are current, consistent and aligned with the County's needs, strategic goals and all applicable regulatory mandates;
- Collaborates with department and Purchasing staff on developing specs for procurements, bid review and selection;
- Performs other duties as assigned.

Knowledge, Skills and Abilities (KSA) Typically Required:

- **Occupation-specific:** Excellent knowledge of government budget and accounting policies, practices and mandates; excellent knowledge and understanding of the various operational divisions and business units within an assigned department; sound critical thinking and analysis skills to identify challenges, opportunities and impact of options, policies and decisions on the department's immediate, short-term and long-term operations, compliance mandates, and the efficient, cost-effective delivery of programs and services managed by the department; sound understanding of the department's role within the context of the larger role in Henrico County Government and the community.
- **Technical:** Routinely uses sound computer skills and proficiency with typical business software, proprietary software and applications, office equipment, and other technologies and peripherals to complete assigned tasks.
- **Interpersonal, Communication and Customer Service:** Develops and maintains sound working relationships with all levels of department staff, County officials and various external stakeholders applicable to assigned job duties; consistently utilizes excellent collaborative skills, works well independently, and when leading and serving as part of a team; verbal and written communications, including those for complex information and processes, are clear, accurate and in easy to understand language for target audience; provides effective supervision of assigned staff (professional, paraprofessional, technical, clerical, etc.); fosters and maintains high morale and engagement; excellent customer service skills with the demonstrated ability to interact patiently, respectfully and with tact and courtesy with a levels of stakeholders; politically astute.
- **Decision-making and Authority:** Department specific. Serves as an advisor to senior management staff on fiscal and other matters related to any of the support areas under this position classification's oversight.
- **Leadership:** Manages all aspects of multiple department-specific support functional areas; manages first level and mid-level supervisory staff with direct primary responsibility for a department-specific functional area's process, products and staff.
- **Environment:** Typically works in an office setting. May perform duties in other locations and conditions as assigned.
- **Physical:** Visual and hearing acuity sufficient to recognize engage in effective job-related management activities and collaborations. Physical ability sufficient to perform assigned duties in various duty-related locations as needed.

Minimum Education and Experience:

Education: Four (4) year degree in Finance, Accounting, or other relevant degree;

Experience: Ten (10) years of relevant experience, including complex fiscal and budgeting duties, supervising, and working with senior management teams, government officials and regulatory entities;

OR: Any equivalent combination of experience and training which provides the necessary knowledge, skills and abilities.

Other Requirements (License, Certifications, Training, etc.):

- May require a valid driver's license to perform assigned duties at various locations.
- May be required to travel, work a flexible or on-call schedule, serve as essential personnel, or staff the EOC as needed.
- Criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.
- Successful completion of NIMS ICS 700. Additional NIMS ICS training courses may be required.

NOTE: This is a class specification and not an individualized position description. A class specification defines the general nature and scope of duties and responsibilities of positions in a job classification Class specs are not intended to describe and does not list all of the job duties and responsibilities that may be assigned to a specific position in a job classification.