

# UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: DEPUTY DIRECTOR - FINANCE  
CLASS CODE: 1350  
  
FLSA STATUS: EXEMPT  
SUPERVISORY STATUS: SUPERVISORY  
  
EFFECTIVE DATE: 6/13/2012  
DEPARTMENT: DRUG & ALCOHOL PREVENTION & TREATMENT (aDDAPT)

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## **JOB SUMMARY**

Under general direction of the Director-Department of Drug and Alcohol Prevention and Treatment (aDDAPT), performs a variety of executive, professional, administrative and managerial duties related to planning, organizing, directing, and controlling the financial affairs, budgeting, accounting, reporting, operations, and information technology systems and related data management of the department.

## **ESSENTIAL FUNCTIONS**

Assists with the responsibility for day to day administrative operations of the agency in the absence of the department director; makes decisions requiring interpretation of agency policy and procedures related to management and finance.

Supervises financial and data management and reporting staff; trains new subordinate employees and managers; assigns duties; evaluates performance; makes staffing decisions related to hiring, retention and the administration of disciplinary action in accordance with county policy and procedure.

Maintains fiscal oversight for the department; conducts fiscal and administrative analyses; diagnoses financial problems and proposes solutions.

Develops the department's annual budget including operating, supplemental, and capital improvement. Reviews and approves departmental expenditures to ensure compliance with budgetary and policy guidelines; recommends and implements budget adjustments as required.

Prepares technical, statistical, and narrative reports including historical information, revenue projections, and related information for internal use and distributes this information to the Director-aDDAPT and Local Substance Abuse Authority Board.

Coordinates departmental activities with those of other governmental agencies such as the Utah State Department of Health, Department of Human Services, Division of Substance Abuse and Mental Health, and others.

Plans, organizes and supervises the process for receiving and disbursing agency finances as well as maintaining complete and accurate records of all financial transactions; submits financial reports to the Director-aDDAPT as needed. Directs all activities associated with payroll, accounts payable, accounts receivable, collections, and third party reimbursement, etc. within the department.

Oversees the department's electronic health record system; provides oversight of all system and software requirements; coordinates data monitoring for fiscal information as needed to meet internal and external objectives; assures reliability and accuracy of information gathering systems; prepares various reports related to budgets, costs, statistics, and trends; completes monthly budget versus actual and annual cost analysis and cost rate determinations.

Monitors and oversees procurement functions for the department to ensure compliance with state and federal laws and contract provisions, ensuring bidding procedures, interpretations and awards of contracts are

completed according to policy and applicable law.

Represents the department and the county in meetings with a variety of public and private organizations and gives presentations as necessary.

Writes and reviews grant and funding requests and various intergovernmental service agreements.

Conducts departmental training programs related to budget planning and administration, strategic planning, cost benefit analysis, and compliance with fiscal and administrative guidelines.

Performs county management support activities such as preparing board agenda items, assessing the financial impact of proposed legislation, and conducting studies at the request of the Board of Commissioners.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

**Extensive Knowledge of:** governmental fiscal accounting principles, practices and procedures.

**Considerable Knowledge of:** the organization and operations of aDDAPT including applicable laws and regulations; budgeting, accounting and related statistical procedures; various revenue sources available to local substance abuse authority programs including state and federal sources; state laws as they apply to department financial practices and procedures; computer operation and commonly used applications, data base systems, and electronic health record systems.

**Working Knowledge of:** supervisory techniques; purchasing and procurement practices; financial risk management and cost containment methods and procedures; basic principles and practices of public administration.

**Ability to:** analyze a variety of financial problems and make recommendations; coordinate a variety of financial administrative matters between the Director-aDDAPT and department managers; plan, organize, direct and supervise the work of subordinates; communicate effectively verbally and in writing; establish and maintain effective working relationships with state and federal agency personnel, executive boards, department heads, employees and the public.

### **PHYSICAL DEMANDS**

**Typically:** sits at a desk or table.

**Regularly:** walks, stands, or stoops; works for sustained periods of time maintaining concentrated attention to detail.

**Occasionally:** lifts or otherwise moves objects weighing up to 20 pounds; drives a motor vehicle.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

### **WORKING CONDITIONS**

Work is typically performed in an office or other environmentally controlled room and requires occasional travel, typically local, for meetings and/or training.

### **EDUCATION AND EXPERIENCE**

Masters's degree in business, public administration, economics, finance, or a closely related field and two (2) years of professional level work experience performing budgeting and accounting functions. Equivalent combinations of education and work experience may also be considered. Preference may be given to applicants with governmental fiscal accounting experience and/or supervisory experience.

This description lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.