

***SENIOR FISCAL AND ADMINISTRATIVE SERVICES DIRECTOR***

---

**DEFINITION**

Under executive direction, to assist with planning, organizing, directing, supervising, and managing the Court's non-judicial, administrative operations; to plan, organize and manage the Court's accounting and budget operations; to supervise and participate in the development, implementation and management of accounting and budgeting systems; to provide expert advice to Court management on fiscal matters; and to perform related work as assigned.

This is a management level classification and provides supervision to accounting staff directly or through subordinate supervisors. This classification has general responsibility for the Court's accounting, fiscal and budget systems and operations.

**TYPICAL TASKS**

- Plans, coordinates and implements fiscal goals, objectives, policies and internal financial control systems for the San Luis Obispo Superior Court.
- Acts as Court liaison regarding budgetary and fiscal matters with State Trial Court Funding staff.
- Ensures that Court budgetary, accounting and fiscal reporting policies and procedures are in accordance with applicable laws, regulations and professional accounting practices in coordination with the County and State.
- Supervises the development and management of the Court's annual budget; initiates and approves transfers and the establishment of new accounts; assists managers in the development of budget projections; integrates individual budget areas into the overall budget; justifies and presents the annual budget.
- Analyzes complex issues, computer system capabilities, and new requirements or legislation related to Court accounting and budget systems, evaluates alternatives, and develops, recommends and implements effective solutions.
- Supervises or performs the preparation of complex financial reports and documents.
- Evaluates cash flow and budget status and recommends appropriate responses.
- Plans, organizes, assigns, reviews, supervises and evaluates the work of technical staff; recommends selection of staff; trains staff in work procedures directly or through subordinate supervisors and provides for their professional development.
- To serve as principle assistant and technical advisor to the Superior Court Executive Officer in the overall management and administration of the Superior Court.
- To plan, organize, assign, supervise and direct the work of non-judicial activities and operations of the Court.
- To evaluate and recommend equipment, staffing facility and other budget related needs; to organize programs and special projects; to coordinate division operations within the department, the County and other governmental agencies.

- Represents the Court in negotiations related to establishment of physical facilities for the Court and provision of services by the County and other vendors.
- To keep apprised of changes in laws that affect the Courts; to consult with the Court Executive Officer regarding improvements to Court calendars, case flow management, staff assignments, statistical gathering and issues dealing with Court information systems.

## **EMPLOYMENT STANDARDS**

### **Knowledge of:**

- Principles, practices and procedures of governmental, fund and general accounting and automated financial record keeping
- Principles and practices of budget development and administration
- Principles and practices of auditing and reconciling financial documents and records
- Principles and practices of grant preparation and administration
- Principles of trust fund administration, revenue disbursement and related accounting and report preparation
- Principles of trial Court funding and county financial management
- The relevant provisions of civil, criminal, family and juvenile services, and other applicable codes, manuals, rules, regulations, and policies
- Principles and practices of program development and review
- Statistical methods and reports required by the Courts
- Knowledge of computer applications and processes relevant to case and operations management for information retrieval

## **EXPERIENCE/EDUCATION**

Education equivalent of a Bachelor's degree from an accredited college or university with major course work in business or public administration, accounting, economics or a related field AND four years of professional level experience in fiscal reporting, accounting, budget administration and related financial and administrative activities.

Any combination of training and experience that would likely provide the required knowledge, including the knowledge of administrative principles and practices, and a full understanding of the functions, organization and processes of a Court and the judicial system is desirable.