

MAJOR FUNCTIONS

This is a responsible executive management level position directing the Office of the Inspector General under the administrative direction of the City Commission. The incumbent serves as an independent appraiser of operations within the City's organization, by reviewing and evaluating activities, financial, operational, and performance activities, as a service to the City Commission and management. Duties include reviewing and appraising financial and managerial control systems; determining compliance with applicable laws, regulations, and policies; verifying the sufficiency, relevance and reliability of financial, statistical, and performance data; appraising the economy, efficiency, and effectiveness of City operations; and recommending measures for improvements. This position is responsible for developing and implementing audit and investigative procedures to ensure all audits are completed in accordance with Generally Accepted Governmental Auditing Standards and investigations are completed in accordance with the Principles and Standards for Offices of Inspector General and the Commission for Florida Law Enforcement Accreditation Standards. Advises elected, appointed, executive, senior management personnel, and City Audit Committee members on highly complex matters of internal control, risks, policy and procedure, and investigative, accounting and auditing matters. The employee is appointed by and directly responsible to the City Commission.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Job Duties**

Prepares annual audit plans for approval by the City Commission. Oversees the department's operating budget and procurement activities. Manages and supervises the administrative services, audits, and investigations activities of the Office of the Inspector General. Assigns, directs, and evaluates the work of auditors, investigators and other subordinate professionals through the application of advanced management, investigative, accounting, and auditing knowledge and skills. Reviews reports of audits, inspections, investigations, or special engagements and ensures conclusions, findings, and recommendations presented therein are reasonable. Oversees the periodic audit follow-up process designed to keep management and the City Commission informed of progress in addressing recommendations developed through the audit process. Evaluates internal control systems and procedures and makes recommendations for improvement through the audit and investigative processes. Discusses the results of audits, inspections, investigations, or special engagements with elected, appointed, executive, senior management personnel, and the City Audit Committee, as appropriate. Approves hiring, transfer, promotion, grievance resolution, discipline, or discharge of employees within the Office of the Inspector General. Conducts performance evaluations and approves or disapproves of merit increases. Performs related work as directed by the City Commission. Assists and facilitates the selection of the City independent external auditor.

Other Important Duties

Serves on committees, boards, and commissions as needed. Oversees training and developmental opportunities for staff. Keeps abreast of changes in procedures/requirements of the internal auditing and inspector general professions. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Advanced knowledge of systems of financial and administrative control, government auditing and accounting standards, internal auditing standards, Association of Inspectors General principles and standards and statistical methods. Advanced knowledge of current management sciences, organization theory and practice, investigative techniques and evidence handling, governmental accounting, finance, budgeting and human relations. Ability to quickly acquire working knowledge of the organization and environment. Advanced knowledge of Generally Accepted Governmental Auditing Standards and/or the Principles and Standards for Offices of Inspector General and the

Commission for Florida Law Enforcement Accreditation Standards. Advanced knowledge of the structure, procedures, and division of responsibilities characteristic of the City Manager form of municipal government. Ability to communicate complex concepts in lay terms, and to express ideas clearly, concisely and effectively, both orally and in writing. Ability to work effectively with an elected legislative body. Ability to establish and maintain effective working relationships at all levels of the government and with citizens as necessitated by the work. Ability to maintain objectivity and professional integrity in all circumstances. Ability to effectively supervise a highly skilled professional staff in a manner conducive to full performance and high morale. Compliance with the code of ethics and standards of the internal auditing profession.

Minimum Training and Experience

Possession of a bachelor's degree in accounting or business which includes five courses in accounting and five years of experience as an internal auditor, independent auditor, information technology auditor, accountant, or any combination thereof; or a master's degree in accounting, business administration, or public administration and four years of experience in one of the following areas: Inspector General or Chief Audit Executive; conducting audits of units of government or private business enterprises at a senior auditor level; managing and completing complex projects involving allegations of fraud, waste, abuse, theft or public corruption; or supervisory experience in an office of Inspector General or other similar public agency; or a Certified Public Accountant (CPA) or a Certified Internal Auditor (CIA) and four years of experience in one of the following areas: Inspector General or Chief Audit Executive; conducting audits of units of government or private business enterprises at a senior auditor level; managing and completing complex projects involving allegations of fraud, waste, abuse, theft or public corruption; or supervisory experience in an office of Inspector General or other similar public agency.

OR

The Inspector General shall be appointed by the City Commission and must meet the qualifications set out in Section 32 of the Charter. Additionally, highly qualified candidates for Inspector General shall have qualifications specified in Ordinance No. 25-O-04.

Necessary Special Requirements

Must possess a valid Class E State driver's license at the time of appointment.

The Inspector General shall possess at appointment, or obtain within the first year of appointment, a certification from the Association of Inspector's General as a Certified Inspector General.

Must file a financial disclosure statement with the Supervisor of Elections in their county of residence, in compliance with Florida Statutes, Chapter 112, Part III. Such filing is required within 30 days of placement in a covered position, annually thereafter by no later than July 1 of each year in which they serve in the covered position, and within 60 days of leaving the covered position.

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