

## **DIRECTOR OF FINANCIAL MANAGEMENT**

Code No: 3-02-012  
Competitive

**DISTINGUISHING FEATURES OF THE CLASS:** This is a senior management position in the Rochester City School District responsible for monitoring grant expenditures for the purpose of maximizing grant revenues from local, state, and federal sources and reducing disallowances. The employee reports directly to and works under the general supervision of the Assistant Superintendent of Business Services. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other activities may be performed although not listed.)

Reviews and approves all grant applications prior to submission to the funding agency;

Reviews and approves all appropriations to verify estimates are within the approved allocation, and approves funded positions;

Monitors and consults with appropriate program manager on the status of grants;

Works with the Program Manager, Accounting Department and Budget Office to maximize the revenues by insuring that all expenses are accounted for within the guidelines of the grant;

Assists in the development of presentations of the district's financial information to the Superintendent, Board of Education, and City Council;

Assists principals and department heads with resolving problems within the Business Services Divisions, i.e. payroll, purchasing, budget, accounting, facilities, transportation;

Coordinates the development and design of new systems for improving the efficiency of budgeting;

Coordinates the development and implementation of the financial analysis models to insure that it meets the needs of the organization, the Budget Office, and Accounting Department;

Develops training programs on the financial analysis model for all principals and central management department heads;

Develops monthly and quarterly reports on the status of externally funded programs.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of grant resources, initiatives, processes and agency funding agency; thorough knowledge of Federal, State and local regulations governing financial services as they relate to a school district; good knowledge of public administration practices and procedures; organizational ability; administrative ability; ability to analyze financial information; ability to assimilate data; ability to design, develop and coordinate systems to improve budgeting efficiencies; ability to communicate effectively; ability to establish and maintain effective professional relationships; ability to prepare reports; good judgment; integrity; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Public Administration, Business Administration, Organizational Management, Finance, Accounting or Economics, plus five (5) years paid full time or its part time equivalent supervisory\* experience in budgeting, accounting, or grants management; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Public Administration, Business Administration, Organizational Management, Finance, Accounting or Economics, plus three (3) years paid full time or its part time equivalent supervisory\* experience in budgeting, accounting, or grants management.
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\* Supervisory experience for the purpose of these minimum qualifications does not include clerical or secretarial work.

**SPECIAL REQUIREMENT:**

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADOPTED: May 9, 1996  
REVISED: March 4, 2010

**ADDITIONAL INFORMATION:**

Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test