

**MAJOR FUNCTION**

This is responsible administrative and technical work reviewing the strategic planning and funding of technology projects, programs and/or grants and may prepare and administer the division or department budgets. Work involves tracking technology and/or grant projects, analyzing status of projects, coordinating status paths, and related financial activities, record keeping and technology platforms. The work is performed with considerable independent judgment under the general supervision of a higher-level administrator. Work is reviewed through conferences, analysis of reports, and results achieved.

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

Coordinates the development of applicable financial management, information technology (IT) and governance strategies, including the operating and technology budgets, various grant projects and key performance metrics. Coordinates the preparation, submission and administration of operating, grant and technology budgets, and monitors associated revenues and expenditures. Develops and enhances monitoring programs and technology platforms to provide simple to complex business solutions and manage finances relevant to areas of responsibility. Monitors applicable technology and/or grant projects as to time and cash flow schedules. Develops business, strategic and/or project plans. Reviews and evaluates technology governance policies and recommends modifications. Coordinates and/or prepares meaningful and informative, interpretive project and financial reports and analyses for the possible restructuring and/ or reprogramming of grant and/or technology funds with recommendations to reprogram existing funding to expedite the restructured program. Coordinates annual goal setting, periodic reporting, and monitoring of departmental strategies and performance metrics. Coordinates and provides project managers with information and project schedules from other departments and outside agencies that may impact the schedule of current or future projects. Conducts research of technology projects and grant opportunities and presents reports, plans of action and other analyses and reports to departmental administrators. Prepares responses to executive management requests and other City department project status or grant requests. Coordinates special projects as assigned, including financial management programs and cost allocation studies. May oversee the work of clerical or paraprofessional staff engaged in work related to the incumbent's essential duties and responsibilities. Performs related work as required.

**Other Important Duties**

Provides miscellaneous administrative support that includes but is not limited to Commission agenda item review. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Knowledge of administrative management procedures and techniques. Knowledge of the organization, functions, and financial regulations, restrictions and problems of the area to which the position is assigned. Thorough knowledge of current management practices, organization theory and practices, governmental accounting, finance, budgeting, grants and project management. Knowledge of computer technology. Ability to organize material and analyze a wide variety of facts and to develop appropriate recommendations to expedite technology and/or grant projects. Ability to prepare difficult and complex analytical, financial, statistical and administrative reports relating to applicable projects and problems related to those projects. Ability to communicate effectively, orally and in writing. Ability to resolve conflicts or issues with other city departments and external agencies or within the department in order to keep technology and/or grant projects moving toward completion and on schedule. Ability to establish and maintain effective working relationships with others as necessitated by the work. Ability to provide simple to complex business solution recommendations

through the use of database management systems. Skill in the use of microcomputers and associated programs, applications and databases necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in public or business administration, finance, accounting, or a related field and four years of professional, staff or administrative experience involving financial and or project management; or an equivalent combination of training and experience.

Necessary Special Requirement

For designated positions assigned to this class, applicants must possess a valid Class E State driver's license.

Established: 02-14-22