

Exhibit A

Rev. 06/2020

CITY OF SANTA CLARA, CALIFORNIA CLASS SPECIFICATION

TITLE: CITY AUDITOR (067)

DEPARTMENT	ACCOUNTABLE TO	FLSA STATUS
Office of the City Auditor	Mayor and City Council	Exempt

CLASS SUMMARY

This is a professional managerial position in the Unclassified Service responsible for planning, organizing, and directing the work of Office of the City Auditor. Responsibilities include directing the work of Office of the City Auditor in the review and appraisal of City programs to assess economy, efficiency and effectiveness; developing and assigning Department objectives and goals; directing special audits and investigations as assigned by City Council; directing and assigning audit staff and contractors to perform audit projects; reviewing audit findings and recommendations; directing the audit status, findings and recommendations reports; directing the writing of audit reports; meeting with City officials, media and the public regarding audit issues; and representing City in conferences and in professional organizations. Performs other related duties as assigned by City Council.

As a member of the City's Unclassified Service, this is an "at-will" position subject to removal provisions of the City Charter. The incumbent serves at the discretion of the City Council. An incumbent in this classification: demonstrates strong ethical, professional, and service-oriented leadership and interpersonal skills; sets a good example; and correctly applies the tenets of the City's Code of Ethics and Values.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

- Bachelor's Degree in accounting or related field from an accredited college or university; AND
- Eight (8) years of audit/accounting/fiscal management experience, including at least three (3) years of supervisor/management experience.

LICENSES/CERTIFICATIONS

- Valid CA Driver's License.

DESIRABLE QUALIFICATIONS

- Experience in a public sector organization preferred.
- Master's of Business Administration preferred.
- Certification as a public accountant (CPA) or internal auditor (CIA).

DISTINGUISHING CHARACTERISTICS

This is a single position classification that reports directly to the Mayor and City Council, and is responsible for comprehensive audit coverage planning, prioritization of audit projects, identification of areas of risk and reporting all audit findings and recommendations and is responsible for satisfying the requirements of the position as set forth in the applicable City Charter and City Code sections.

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TYPICAL DUTIES

Under General Direction from the City Council, duties may include, but are not limited to, the following:

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations.
- Prepares annually for approval by the City Council a internal audit work plan to be performed.
- Assigns and schedules work of audit staff and contractors, including directing special audits and investigations as requested by City Council.
- Directs, plans, conducts and prepares written reports of audit findings to the City Council which include departmental responses to the audit findings.
- Review audit findings and recommendations and directs the writing of audit reports.
- Conducts audit conferences with auditees.
- Periodically attend City Council and Committee meetings, including presenting audit reports.
- Coordinates annual external financial audit for the City with independent certified public accounting firm selected by the City Council.
- Works with auditors or consultants to conduct independent reviews of City department operations.
- Advises the City Council, as requested, on the financial impact or policy significance of its actions.
- Acts as an advisor upon request to other City operating departments in their efforts towards identifying and improving controls, procedures and systems efficiencies.
- Serves as a City representative to the public on audit issues and represents City at conferences and related professional organizations.
- Performs other duties of a similar nature or level.

KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of:

- Governmental auditing standards;
- Accounting and auditing principles;
- Organizational theory principles;
- Generally Applied Accounting Principles (G.A.A.P.)
- Applicable laws, rules, and regulations; and
- Public administration principles.

Skills of:

- Preparing reports and making presentations;
- Researching data;
- Directing and monitoring audit programs;
- Developing and implementing audit procedures;
- Monitoring and evaluating staff;
- Using computers and applicable software;
- Interpreting applicable laws, rules, and regulations; and

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- Communication, interpersonal skills as applied to interaction with coworker, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Ability to:

- Provide the City Council with sound financial information that is straightforward, conclusive and easily understandable.
- Anticipate future financial situations or problems and provide input to the City Council in its decision-making process.
- Maintain a professional and independent role with the City Manager and Department Heads yet participate cooperatively in the City's management team.

SUPERVISION RECEIVED

Works under the general direction from the Mayor and City Council.

SUPERVISION EXERCISED

Manages professionals and technical and administrative support staff.

SPECIAL CONDITIONS

Incumbents of this classification may be required to work shift work, weekends, unusual hours in emergency situations and to be available on an "on call" basis.

CONFLICT OF INTEREST

Incumbents in this position are required to file a Conflict of Interest statement upon assuming office, annually, and upon leaving office, in accordance with City Manager Directive 100.

CLASSIFICATION HISTORY

Created 06/2020