



## EMPLOYMENT OPPORTUNITY

# FISCAL MANAGER – SHERIFF'S DEPARTMENT

### **SALARY AND BENEFITS**

\$32.61 - \$43.18 hourly, plus benefits package

### **FILING DEADLINE**

5:00 p.m., April 30, 2024

**DUTIES AND RESPONSIBILITIES** include the following. (All duties may not be performed by all incumbents.) Other duties may be assigned.

The Fiscal Manager assists the Sheriff or designee with planning, organizing, directing, and coordinating the activities and programs of the Sheriff's Office as related to: fiscal and budgeting responsibilities; Records Management System management; IT coordinator and contract management; Personnel Action coordination; and supervision of Operations Division support staff. Represents the Sheriff at various meetings; and performs related work as required. The major duties include:

- Assist in the preparation of a departmental budget; prepare departmental budget recommendations; research past expenditures and prepare future budget year projections. Research possible revenue sources; prepare budgets and provide recommendations related to the departmental budget; research past and current expenditures in order to project the estimated future expenditures; and continually monitor grants and contracts to insure constant revenue flow. Perform para-professional and technical analysis and monitoring of department grants and contracts.
- Reviews and presents to management monthly financial and statistical analyses on status of funds showing expenditures, balances, and relationship to allotments.
- Prepare program area policies, goals and procedures relative to fiscal control; collect and compile relevant data supporting recommendations; implement fiscal and budget policies and procedures.
- Monitor and coordinate the daily operation of assigned program areas; perform fiscal work activities and maintain appropriate records and statistics.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for specific assigned areas.
- Plan, prioritize, assign, supervise and review the work of assigned staff.
- Participate in the department hiring duties; develop, provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Monitor and coordinate the daily operations of assigned areas; perform technical duties related to assigned area; maintain appropriate records.
- Coordinates accounting practices with the County Auditor in such items as reconciling records.

- Confers with county, state, and federal officials. Prepare state and federal reports for submission to state and federal agencies.
- Provide information to outside contractors and service providers; prepare and publish requests for proposals and bids to the public; prepare programs for Board of Supervisors presentations and approval.
- Respond to complaints and requests for information from the public and department staff.
- May supervise, train and evaluate assigned staff.
- Perform related duties as assigned

## **MINIMUM QUALIFICATIONS**

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### **Education:**

Equivalent to the completion of the twelfth grade supplemented by course work in business, economics, statistics or a related field. Associates degree preferably in business, accounting, office management, or a related field.

### **Experience:**

Four to six years of highly responsible administrative experience providing support to a high-level administrator. At least two of the years must be in an area relating to budget administration and records management. One-year experience in lead or senior level work required.

### **Minimum Age**

Must be at least 18 years of age at the time of appointment.

### **Licenses and Certifications**

Possession of, or ability to obtain, a valid California driver's license and satisfactory driving record throughout employment.

Must pass an extensive background check and drug screen.



## **SELECTION PROCESS**

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

## **HOW TO APPLY**

An application may be obtained from the Personnel Office listed below or by visiting Lassen County Personnel at our website at <http://www.lassencounty.org>. It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department  
221 South Roop Street  
Susanville, California 96130

 (530) 251 -8315 

**Opened: April 15, 2024**

## ☞ GENERAL INFORMATION ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

Lassen County requires pre-employment drug screening for public safety classifications.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.