

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Financial Supervisor/ Information Systems
Coordinator

CLASS CODE: 1484

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification administer and coordinate financial, personnel, and computer systems functions within a particular division.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level professional classification in the Fiscal Series – Financial Management Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristics of this classification within the series include coordination of a broad range of fiscal and computer information systems activities.

Incumbents work under general direction. They are generally in charge of an organizational unit, plan and carry out assignments with considerable independence, and have some latitude in developing procedures and methods. Supervision is given by occasional conferences.

This is a supervisory class, delegated on a regular daily basis the accountability and signature authority, for actions and decisions that directly impact the pay status and tenure of **two or more full time equivalent** positions. The supervisory duties must include:

Providing documentation to support corrective and disciplinary actions;

Signing performance plans and appraisals;

Resolving informal grievances or formal grievances at the first step; and

Starting the hiring process, interviewing applicants and recommending hires, transfers or promotions.

The supervisor has authority to plan, organize, assign and direct the work of other agency employees, and is accountable for the work performance of those employees.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans, organizes, assigns and directs the work activities of subordinate staff to realize the unit's work goals and to ensure the consistent application of unit and/or technical policies, procedures and guidelines.

Confers with and counsels subordinate staff to exchange information and/or explain work policies, procedures and guidelines; and identify work-related problems, problem characteristics, impact and formulate possible solutions.

Reviews and compares work performance and/or products of subordinate staff with established standards to determine employee production levels, training needs and to determine for recommendation to agency management appropriate personnel actions such as promotions, disciplinary actions, status changes, separations and grievance dispositions.

Trains subordinate staff in the work principles, policies and or procedures to maintain and/or improve the production levels of employees in accordance with established work performance standards.

Assigns work to and reviews performance of subordinate staff; provides feedback.

Reviews and approves account revenues and expenses; monitors budget expenditures.

Revises and updates financial plan for capital programs. Reviews capital programs contracts; approves capital programs invoices; reviews status of funds.

Maintains data sharing links between particular division and City Hall.

Researches technical problems and recommends solutions.

Determines hardware and software standards for the department.

Develops and maintains database applications, Internet website and GIS applications.

Administers LAN user accounts and ensures LAN system integrity.

Develops specifications for equipment and personnel acquisition.

Responds to inquiries and problems from subordinate staff and upper management; counsels management on technical matters.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

Human Interaction:

Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer, LAN, scanner and/or related materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as disbursement vouchers, technical operating manuals, AIMS reports, budget requests and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages, and decimals; requires the ability to interpret descriptive statistics; requires the ability to perform basic algebraic and geometric operations.

Functional Reasoning:

Requires the ability to apply principles of influence systems such as supervision, managing, leading, teaching, directing, planning, coordinating and controlling. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.

Environmental Factors:

Work is normally performed in an office environment under generally safe and comfortable conditions where exposure to irate individuals poses a very limited risk of injury.

Physical Requirements:

Requires the ability to lift, carry, push and pull objects and materials of moderate weight between twelve (12) to twenty (20) pounds, such as a computer workstation.

Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching or crawling to install cables.

Sensory Requirements:

Requires the ability to recognize and identify similarities or differences between characteristics of colors and sounds associated with job-related objects, materials and tasks, such as reading reports and communicating with co-workers.

EDUCATION AND EXPERIENCE STATEMENT:

Bachelor's degree in Information Technology, Computer Sciences, Data Processing, Accounting, or a related field; plus four (4) years of experience working with Management Information Systems; or an equivalent combination of education, training and experience.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.