

MAJOR FUNCTION

This is professional, administrative, and managerial work providing the fiscal accounting, project and contract management needed to implement annual and long-range Blueprint capital projects. The incumbent is also charged with developing, implementing and administering ancillary programs, grant identification and development, and ensuring the department's compliance with applicable financial regulations. Work is performed under the general direction of the Blueprint Intergovernmental Agency Director and the incumbent is expected to exercise considerable independence and initiative within delegated authority. Work is reviewed through observations, conferences, reports, and by results obtained.

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

Prepares annual and five year capital projects budget, tracking individual projects and monitoring expenditures on an on-going basis. Anticipates the need for budget amendments or transfers, revenue generation or leveraging and takes action within authority delegated by the director to meet project obligations. Prepares charts, reports and other documents as necessary to assist external financial advisors and tracks departmental activities. Develops contract and funding documents needed to competitively award contracts for major capital projects, as well as ancillary support requirements. Participates in the selection of consultants and contractors. Manages the general engineering consultant contract and processes contract pay requests and change orders for individual projects. Identifies grant sources, develops and submits grant applications and ensures departmental compliance with grant requirements. Ensures accurate documentation of fiscal transactions for audit purposes and assists with financial, performance, operational, and management audits, as applicable. Assures full departmental compliance with applicable (internal and external) regulations pertaining to finance, accounting and contract management. Develops procedures, establishes and operates the Blueprint Advanced Right of Way Acquisition and Environmental Land Banks that may contain in excess of 50 parcels at any given time. Executes transactions, in accordance with authority delegated by the director, to manage and account for the assets of the land banks. Manages the Blueprint Water Quality Program and coordinates relevant issues with applicable committees and intergovernmental staff. Makes oral and written presentations on programs and activities to various city and county boards, commissions, and other bodies. Develops quality and productivity improvement capabilities to improve services and productivity. Performs related work as required.

Other Important Duties

Assists other departmental staff, as requested, with special programs and projects for the department. Prepares the department's operating budget and provides guidance and oversight of its administration. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of governmental financial management and accounting principles. Thorough knowledge of financial and statistical analysis techniques (internal rate of return, present value, knowledge of break-even analysis, regression analysis). Thorough knowledge of modern administrative practices and procedures. Thorough knowledge of pertinent real estate management, acquisition and sale methods and practices. Considerable knowledge of grant application and management procedures. Ability to effectively manage several programs and projects simultaneously. Ability to exercise analytical judgment in recommending operational changes or alternatives. Ability to formulate strategic visions and analyze alternatives. Ability to establish and maintain effective working relationships as necessitated by the work. Ability to coordinate the work of

others to achieve high performance and good morale. Ability to express oneself clearly and concisely, orally and in writing. Skill in the use of personal computers and associated financial accounting and management programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in accounting, finance, business or public administration, construction management, civil or environmental engineering, or a related area and five years of professional administrative or management level experience in accounting, financial management, management of municipal infrastructure, civil or environmental engineering, or public or private construction projects that included contract administration; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

NOTE: Preference may be given to applicants possessing a current CPA certificate accepted by the Florida State Board of Accountancy or applicants currently or previously licensed as a real estate salesperson or broker by the Florida Real Estate Commission.

Established: 03-04-03
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