



DEPUTY AUDITOR

Department: Auditor's Office
Job Class #: 149500
Pay Range: Executive 06

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: This is a professional management and administrative position in the Pierce County Auditor's Office. An employee in this classification is selected by the elected Auditor and serves at his or her pleasure. This position is exempt from the Career Service System. Under the direction of the Auditor, the Deputy performs a variety of executive administration, government affairs, program management, communications and public relations tasks. Work is performed with considerable latitude for independent action and judgment.

ESSENTIAL FUNCTIONS

- Development and implementation of policies and procedures. Responsibility for coordinating the work of professional and technical staff engaged in planning, funding, monitoring, and implementing all current and future program areas.
- Assist in the overall financial, personnel and operational management of the Auditor's Office.
- Evaluate policies and delivery systems in the Auditor's Office, identifying areas for improvement and implementing changes to improve operations.
- Lead the preparation of Auditor's Office business and strategic plans.
- Participate in the development of County proposals for collective bargaining agreements.
- Supervise personnel disciplinary matters, as well as responses to grievances and complaints filed.
- Develop, review and evaluate project proposals, grant applications, and contracts prepared in the Auditor's office.
- Prepare and review responses to complex public inquiries, as well as County Council and legislative inquiries.
- Assist in the development and monitoring of budgets and financial strategies for the Auditor's Office.
- Coordinate projects and activities with other County departments, agencies, municipal entities, professional associations, citizen and interest groups.
- Prepare a variety of written reports, analyses, presentations, and summaries in support of the Auditor's initiatives.
- Initiate, prepare, interpret, review and monitor legislation and administrative regulations affecting the Auditor's Office. Do so in coordination with Pierce County Council, the Executive's senior management and legislative lobbyist, legislators, legislative staff and other governmental staff at the local, regional, state and federal levels.
- Develop and maintain ongoing effective contact with local, regional, state and federal legislators and policymakers and their staffs.
- Review and analyze legislation, policy and regulatory actions that may affect the Auditor's Office and transmits information to the Auditor's staff, lobbyists, and local, state and federal legislators, as appropriate.
- Represent the Auditor's position on policy, regulation, and legislation, as appropriate, to special interest groups, local, state and federal agencies and legislative representatives.

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- Draft correspondence and other Auditor-related documents for outside distribution.
- Work with the government affairs staff of Pierce County, and professional associations, on strategy, design and implementation of advocacy efforts in support of the Auditor's projects and initiatives.
- Attend legislative/regulatory hearings and meetings as well as meetings with key stakeholder groups.
- Assist in the review of documents, policies and bills and strategizes for successful project outcome.
- Establish and maintain regular contact with special interest groups related to Auditor's Office operational and business needs, including community groups, environmental groups, school districts, corporate executives and industry representatives in support of the legislative program.
- Develop and manage the process for providing legislative information to appropriate Port department managers and division directors.
- Plan, manage, supervise and coordinate the activities and operations of the Recording and Licensing Division. Provide highly responsible administration for the budget and staff of the division.
- Develop division plans, objectives and strategies. Determine appropriate implementation and monitor progress. Coordinate citizen groups, service agencies and other organizations involved in the planning process.
- Directly supervise the Recording / Licensing Supervisor(s) and be responsible for personnel at all levels of the Division. Assist with the hiring, training, evaluation and discipline of personnel.
- Regularly meet with the Recording / Licensing team to identify and resolve problems; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Identify and implement opportunities for improvement, and coordinate the implementation of changes.
- Coordinate activities and special projects of the Recording / Licensing division with other divisions of the Auditor's Office, outside agencies and organizations.
- Represent division to elected officials and outside agencies; explain and justify the division's programs, policies and activities; negotiate and resolve sensitive, significant and controversial issues.
- Interpret detailed federal, state or local regulations to ensure compliance, which includes developing reporting systems to monitor programs, contracts, and budgets.
- Provide highly responsible administrative staff assistance to the Auditor including problem resolution, communication and public relations; direct specific and comprehensive analysis of a wide range of policies and issues.
- Increase the public visibility and positive reputation of the Auditor's Office. Present information to the public and the media. Create and use well-developed communication materials and public events to present and explain the goals, policies, procedures and operations of the Auditor's Office.
- Design, develop, coordinate and lead a public relations and communication campaign for the Auditor's Office.
- Create and implement activities, events, campaigns, educational programs and other promotional materials designed to inform, educate or gain acceptance by the public.
- Organize public appearances for the Auditor; coordinate all pre-appearance preparations to include (when appropriate) public announcements through the media.
- Interact with and make presentations to state, regional, and local elected officials, public agencies, industry groups, civic organizations, and stakeholder groups.
- Be present at operational scenes and public events to assist the Auditor with information dissemination to the media.
- Respond to specific questions from the media during critical events, even when there is no opportunity to confer with the Auditor for guidance.

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- Other than the Auditor, be the most visible and recognized staff member representing the Auditor's Office, with the ability to clearly communicate its goals, policies and procedures.
- Meet with the Auditor, the Assistant to the Auditor, and other management team members to develop communication materials and news releases related to events of public interest.
- Maintain regular, predictable and punctual attendance during business hours.
- Meet the traveling requirements of the position.
- Perform the physical requirements of the position; work within the established working conditions of the position.
- Work a flexible schedule, which may include evening, weekends, holidays and overtime.

OTHER JOB FUNCTIONS

- Perform other related job functions as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

As an administrative management exempt position appointed by the elected Auditor, the knowledge, skills, and abilities are determined by each Auditor's needs.

Knowledge of:

- Federal, state and local laws, rules, regulations, policies and procedures applicable to the Auditor's Office.
- Principles and practices of planning, coordination, contracting, budget preparation, monitoring and evaluation.
- Analysis and evaluation of programs, policies and operational needs.
- Principles and practices of public administration, human resource management and supervision.
- Operations and services provided by the Auditor's Office (Recording, Licensing, Animal Control, and Elections).
- Administrative policies and procedures of the Auditor's office and Pierce County.
- Public disclosure mandates and restrictions.
- Presentation methods and techniques.
- Communications principles, methods and materials.
- Web development, internet technology and social media capabilities.

Skills in:

- Designing, composing and proofing documents for the Auditor's Office.
- Being interviewed by and releasing information to the media.
- Monitoring and analysis of legislation and administrative regulations affecting the Auditor's Office.
- Team building, leadership and motivation.
- Conducting research and special studies.
- Providing reliable advice and acceptable solutions to the Auditor.

Ability to:

- Communicate effectively verbally and in writing in a professional manner. Use appropriate grammar, speech, diction and expression in written and verbal communication.

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- Establish and maintain effective relationships with a wide range of state, regional, and local elected officials, public agencies, industry groups, civic organizations, and stakeholder groups.
- Make effective presentations to a wide range of audiences.
- Understand and follow written and verbal instructions.
- Work effectively and productively with others, at a leadership level.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.
- Analyze situations quickly and objectively to determine a proper course of action.
- Implement policies, goals, and objectives established by the Auditor.
- Plan, assign, supervise, train, evaluate, and provide guidance to staff including disciplinary action.
- Understand, use, prepare, and interpret laws, policies, planning documents, regulations, contracts, and technical reports related to the work of the Auditor's Office.
- Speak effectively and convincingly at public meetings and provide testimony at hearings, council or trials.
- Make complex decisions independently utilizing a high level of discretion.
- Meet the travel requirements of the position, if any.
- Physically perform the essential job functions of the classification.

RECRUITING REQUIREMENTS

This is an appointed position selected by the elected Auditor; the recruiting requirement is left up to the elected Auditor.