

ASSISTANT STATE AUDITOR

KIND OF WORK

Highly responsible, difficult, and confidential work providing assistance to the State Auditor in performing special projects to enhance the effectiveness and efficiency of the State Auditor's Office, and in performing certain administrative activities of the State Auditor.

NATURE AND PURPOSE

This employee identifies client needs by working with other units of government and their representative organizations, the legislature, the private sector, and other state agencies; organizes and conducts research projects; and develops recommendations for the State Auditor to update agency policies and procedures.

The Assistant State Auditor is also responsible for coordinating communications between the State Auditor's Office and the media, legislature, other governmental jurisdictions, and the general public.

This employee supervises departmental staff on a project by project basis. The employee works directly with the Deputy State Auditor on personnel and budget matters, advising as needed. The Assistant State Auditor works under general direction depending upon department needs and objectives, reporting directly to the State Auditor.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Assists the State Auditor to define the proper role and function of the State Auditor's Office so that changing needs of clients will be met.

Develops departmental programs, procedures, policies and legislative proposals for implementing recommendations to enhance the effectiveness and efficiency of the agency.

Plans and develops budgets necessary to conduct special research activities and projects, designs and conducts the research projects, and develops reports and recommendations to improve the effectiveness and efficiency of the State Auditor's Office.

Coordinates and assists in the development of the State Auditor's legislative program so that departmental bills are properly introduced and supported.

Negotiates contracts with consulting firms so that the state's auditing function can be improved.

Acts in the absence of the State Auditor in any of the areas described above so that the Office of the State Auditor will operate efficiently.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the legislative process.

Modern principles and practices of management consulting, marketing research, computer-based data processing and analysis, and program evaluation.

Knowledge of modern principles and practices of public and business administration.

Ability to:

Ability to practice good human relations in dealing with fellow employees, legislators and legislative staff, representatives of other governmental agencies, the private sector, and the general public.

Ability to plan, organize and direct research activities and projects.

Ability to prepare and control budgets.

Ability to supervise staff and contractors.

Ability to communicate effectively both verbally and in writing.

Est.: 1/79

Rev.:

TC:

Former Title(s):