

FISCAL AND ADMINISTRATIVE SERVICES MANAGER

KIND OF WORK:

Management work in the accounting, administrative, and budgetary systems for the State of Minnesota.

NATURE AND PURPOSE:

An employee in this class facilitates, coordinates, and directs the department's financial services as well as central operation functions such as contracting, payroll, human resources, communications, and administrative/warehouse or storage services. Under limited supervision, serves as a strategic leader for fiscal and financial systems, business planning and administrative management of an agencies policies, programs, and other integrated administrative services.

DISTINGUISHING CHARACTERISTICS:

The Fiscal and Administrative Services Manager differs from the Financial Management Director in that the Financial Management Director will work more closely with executive leadership to interpret and implement all portions for the biennial budget instructions and direct the development of guidelines for other financial managers to communicate to department leaders. Whereas the Fiscal and Administrative Services Manager will contribute to providing an overall structure, system integration and timeliness to the biennial budget process.

The Fiscal and Administrative Services Manager differs from the Financial Services Managers in that Financial Services Managers typically supervise incumbents primarily in the accounting series, including accounting supervisory level classes. If Financial Services Directors are supervising staff outside of the accounting series, it is typically Management Analysts, Cashiers, or incumbents in the Buyer series. If Fiscal and Administrative Service Managers supervisor staff, they will manage a variety of incumbents beyond the financial area to include Planners, Grant Specialists, Administrative Assistants, and/or Warehouse staff, among others.

Financial Services Managers will also more closely direct and manage assembly of spending plans for various department programs so that programs can operate within budget and in conformity with agency intent as dictated by the CFO and other financial directors. The Fiscal and Administrative Services Manager gathers data and information through collaboration within the work unit and division.

The Fiscal and Administrative Services Manager differs from the Administrative Management Director 2 in that the Administrative Management Director 2 role will focus more exclusively on providing broad, innovative input to the fiscal management process or input focused more exclusively on central operational functions, and then assist in the implementation of plans and procedures developed by financial managers above this position. Fiscal and Administrative Services Managers will participate on complete fiscal aspects of budgetary plans to include other operational units.

OPTIONS:

No options associated with this classification.

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

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Communicate with Minnesota Management & Budget regarding interpretation of new legislation that may affect an agency's internal fiscal policies.

Provide expert advice and counsel to executive management on fiscal policies and complex financial and programmatic requirements of multiple federal and state programs.

Serve as the "chief financial officer" for assigned divisions or units which includes directing the development and management of their divisions' biennial and annual operating budgets.

Direct and manage the assembly of spending plans for various department programs to operate within budget by determining plans through meetings with department managers.

Negotiate large, impactful maintenance agreements which may include master lease agreements with outside entities or the Department of Administration.

Monitor the status of agency special revenue funding areas that are subject to financial changes and fluctuations of spending levels in accordance with state accounting systems and guidelines.

Direct all Equipment and supply procurement, inventory, and warehouse/inventory systems.

Manage the distribution of state aid and federal aid entitlements and ensure those distributions are handled in a proper and timely manner.

Review and approve procedures developed for agency fiscal data collection and verification and monitor the progress of these activities to ensure that all data required are collected and verified in a timely and efficient manner.

Establish standards and provide leadership for computation/reporting systems needed to obtain fiscal data. Review an approved computer system to design specifications formulated for fiscal operations.

Use the best available data and sound projection methodology to avoid state budget problems that would result from using inaccurate data in setting appropriations for an agency.

Direct staff in performing research and analysis, and providing consultation to executive and legislative policy-makers, so that accurate and timely information on funding needs, and policy options is properly presented.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED:

Knowledge of:

Finance theory and practice to effectively evaluate funding systems used in other states that could be adapted for use in the State of Minnesota executive branch.

Policies, regulations and guidelines of various federal and state agencies and their relationship to organizational structures to guide and recommend financial control systems that follow the appropriate statutes.

Research methods and statistics sufficient to design, monitor, evaluate, and explain research on finance policy issues.

Legislative processes to assist in the directing of budget preparation and to communicate the financial needs of the agency.

Performance management and modern supervisory, mentoring, training, and performance evaluation methods with a demonstrated high level of leadership sufficient to develop staff into an effective service delivery team.

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Principles and application of business administration; strategic and business planning sufficient to participate fully in the overall management of an agency.

Skill in:

Oral communications sufficient to professionally interact with department managers to explain budgetary guidelines and the establishment of spending plans.

Policy and fiscal management skills supported by relevant experience in order to monitor and/or develop policy recommendations and long-term financial strategies.

Leadership capable of motivating individual staff members to be proactive, and of encouraging their self-development and continuous growth.

Providing informative and clear testimony to legislative committees regarding complex matters of fiscal and financial relevance.

Ability to:

Articulate the requirements of financial management decisions from the executive staff to department managers using tact, diplomacy, and respect.

Provide policy advising to evaluate the nature and severity of political and legal situations or events and actions that pose fiscal risks to an agency and require a response.

Establish a positive work environment by modeling a commitment to cultural diversity and to the Affirmative Action Programs of the State of Minnesota.

Formulate and initiate strategic plans and procedures and to direct their application in large or geographically diverse and complex organizations.

Est.: 1/88

Rev.: 6/2021

T.C.: 11/98

Former Title(s): Public Safety Fiscal & Administrative Services Manager