

## **CLASS TITLE: CHIEF INTERNAL AUDITOR**

**PURPOSE OF THE CLASSIFICATION:** Under general direction from the City Auditor, is responsible for the administration, coordination and management of Office of the City Auditor staff to ensure the effective and efficient operations of the office; and performs other related required duties.

### **ESSENTIAL TASKS:**

- Oversees tactical action to carry out the City Auditor's vision and the duties mandated by charter and ordinances
- Coordinates policy and procedures development and revisions; monitors updates to City Charter, Ordinances and Institute of Internal Auditors (standards)
- Works in partnership with the City Auditor to create the annual and long-term audit plan
- Leads the performance management process that identifies performance goals for the Office of the City Auditor, measures and evaluates progress toward achieving those performance goals and delivers status reports on progress to the City Auditor
- Coordinates audit projects to ensure completion of the audit plan
- Plans, coordinates, and executes the department's annual budget
- Provides staff a strong leadership presence.
- Promotes a culture of high performance and continuous improvement that values learning and a commitment to quality.
- Ensures audit staff members set performance goals and receive timely and appropriate performance feedback; administers salary adjustments
- Ensures audit staff receives timely and appropriate training and development
- Collaborates with the City Auditor to develop communications strategies for internal and external messaging and manages communications media; ensures communication is accurate and high quality
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

### **QUALIFICATIONS:**

Training and Experience: Completion of 120 hours from an accredited college or university in public/business administration, accounting, or related field, and eight (8) years of experience related to internal auditing or a closely related field; or 60 hours from an accredited college or university in public/business administration, accounting, or related field, and ten (10) years of experience related to internal auditing or a closely related field.

Knowledge, Abilities and Skills: Comprehensive knowledge of internal audit principles, methods, and practices; Considerable knowledge of municipal government administrative practices with particular reference to budgeting, accounting, auditing, and management systems; considerable knowledge of data analysis used in internal audits; considerable knowledge of project management disciplines. Ability to plan, direct and coordinate the work of professional and support personnel involved in audit activities; ability to formulate short and long range plans necessary in accomplishing financial and performance audit goals; ability to write clearly and concisely; and the ability to utilize the highest level of interpersonal skill to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting and carrying up to 5 pounds; may be subject to walking, sitting, reaching, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of one of the following professional certifications: Certified Public Accountant (CPA); Certified Internal Auditor (CIA); or Certified Information Systems Auditor (CISA); Project Management Professional.

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; and some travel to various City locations to attend meetings.

**Class Code: 1085**

**EEO Code: E-01**

**Pay Code: EX-52**

**Group: Fiscal**

**Series: Financial Management**

**Effective date: December 1, 2021**