

CITY OF BRISBANE

ADMINISTRATIVE AUDITOR

Definition

Under general direction and at the request of the City Manager, performs professional-level auditing and inspections of department processes, participates in investigations of unusual complexity or of a highly confidential or sensitive nature; and performs related duties as required.

Class Characteristics

Incumbents of this single position class are responsible for performing professional-level investigative, research related and analytical work on behalf of the City Manager's Office. Work is performed with considerable independence, discretion and confidentiality.

Examples of Duties (Illustrative Only)

- Audits and investigates a wide variety of programs, functions, processes and activities of the Police Department and other departments to evaluate their efficiency, effectiveness, economy and legal compliance.
- Interviews department staff and management to obtain information
- Audits surveys, including researching legal mandates and other background information, while determining needs of key stakeholders, identifying potential risk areas, understanding relevant internal controls, and identifying potential sources of evidence.
- Develops audit scope and objectives, and prepares detailed internal audit programs.
- Reviews internal controls within the Police Department and other departments as assigned.
- Investigates related fieldwork, including collecting, analyzing, and documenting evidence as it relates to audit and investigation objectives
- Reconstructs records and data that may have been destroyed or falsified.
- Maintain records, files, data and supporting documentation for each audit and investigation handled; preserve evidence in a secure manner for evaluation and analysis, adhering to established customs and procedures regarding control and custody of records
- Analyze audit and investigation findings and make recommendations that are fully supported by such analysis.
- Prepares and presents audit and investigation reports that effectively communicate results.
- Maintains an appropriate level of confidentiality and sensitivity.
- Perform other related duties and responsibilities as assigned

Qualifications

Knowledge of:

- Current issues in local government, public management, and urban policy
- Existing criminal codes and laws, including Brisbane Municipal Code
- Investigation techniques and methods
- Sources of information necessary to a wide variety of investigative activities

- Program evaluation processes and methods
- Project management techniques

Ability to:

- Handle extremely delicate and confidential investigations with tact, resourcefulness and good judgment.
- Design audit or program evaluation procedures
- Plan and lay out detailed and confidential investigations
- Interpret and apply laws, rules and regulations, including the City of Brisbane Municipal Code
- Gather all relevant and detailed data and analyze for audit decisions using both qualitative and quantitative techniques
- Communicate effectively, both orally and in writing, including dealing with management and staff members on a variety of complex and sensitive issues
- Establish and maintain constructive working relationships with various levels of the organization as well as external stakeholders and the general public, while maintain objectivity and credibility throughout the audit or investigation process.
- Accomplish work with a minimum of supervision and with only general direction.

Education and Experience:

Requires a combination of education and experience of the collegiate level in criminology, penology, police science or a closely related field and responsible criminal investigative experience totaling twelve years, including at least five years of department head level supervisory experience.

Licenses:

Must possess a valid California class C driver's license and have a satisfactory driving record.

Physical Demands:

Must possess mobility to work in a standard office setting, to inspect City areas, to operate a motor vehicle and visit various City and meeting sites and to participate in specific meetings on an occasional basis; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups and over the telephone.

Approved Date: October 4, 2010

Resolution: 2010 – 41

Revised Date:

Resolution:

Bargaining Unit: N/A (Hourly Pay Scale)

Resolution: 2010 – 42

Former Titles:

Abolished: