**DISCLAIMER**

**This job description is provided for general informational purposes, may not apply to your city's specific situation and should not be considered a comprehensive description of the job position. It should be used for comparative purposes only. The job description should be tailored to reflect the actual qualifications and job duties relevant for this position in the context of your city. You should consult with a human resources professional and your city attorney before taking any action based on this job description.**

**Population: 50,000 +**

**Purpose**

The Director of the Office of Organizational Performance & Accountability provides an objective and comprehensive auditing program of City operations; advances accountability through the provision of assurance and advisory services; and assists agencies in identifying risks, evaluating controls, and making recommendations that promote economical, efficient, and effective delivery of services. The Internal Auditor's primary responsibilities include conducting internal audits, investigative, performance, compliance and operational reviews; assisting the City's external audit efforts; and ensuring adequate management controls.

**Supervision Received and Exercised**  
Receives general administrative direction from the City Manager.

**Essential Job Functions**

1. Conduct internal operational, investigative, performance, compliance and financial audits of departments, offices, boards, activities and agencies funded by the City in accordance with generally accepted auditing standards.
2. Submit to the city manager, by December 1 of each calendar year, an annual audit plan for the upcoming fiscal year. The plan shall include the department, offices, boards, activities and programs scheduled for audit during the year.
3. Monitor follow-up on reported findings to assure corrective action is taken.
4. Coordinate the completion of the City's external audit.
5. Assist the city manager, executive officers and department directors in identifying and recommending improvements in management controls and procedures of City government; and in providing consulting services, such as reviews of contracts, proposals, and legislative matters and policy interpretations.
6. Provide advice and assistance in the preparation of policy and procedures to all departments and review the adequacy of policies and procedures relating to financial controls.
7. Conduct targeted evaluations of agency programs, operations, or activities and assist agencies in identifying and resolving organizational issues.
8. Exercise administrative control over assigned operations and functions; performs work with considerable independent judgment based on experience in developing courses of action and recommendations.
9. Provide leadership in developing a culture that values people and their differences and is free from inequities and barriers to people reaching their full potential.
10. Provide leadership in promoting sustainable, environmentally sensitive development and operations in the community and the department.
11. Supervise, direct, and evaluate assigned staff; manage employee concerns and problems; direct work; counsel and discipline staff; complete employee performance appraisals; recruit, appoint and develop staff.
12. Oversee the emergency management plans for all departments on management team.
13. Perform other related duties as assigned.

**Minimum Qualifications**

Must possess a Certified Internal Auditor (CIA) license or CPA (Certified Public Accountant) certification.  
  
Bachelor's Degree in Accounting, Business or Public Administration; with five years of progressively responsible experience in financial or management auditing; or any equivalent combination of education, training, and experience.  A valid driver's license is required.

**Additional Information**

**Knowledge of:**

* Relevant local, state, and federal regulations
* Municipal auditing principles and practices
* Governmental budgetary and purchasing procedures
* Computers and other technology designed to improve efficiencies

**Ability to:**

* Identify and respond to community and City Council issues, concerns and needs.
* Respond to difficult and sensitive public inquiries.
* Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
* Interpret and apply federal, state and local policies, laws and regulations.
* Speak before formal and informal groups of all types and sizes.
* Express ideas clearly and concisely, both orally and in writing.
* Gather and evaluate data and prepare written reports on findings.
* Analyze facts and exercise sound judgment in decision making.
* Communicate with all levels of the organization.
* Plan and organize work, facilitate and negotiate in situations where numerous diverse demands are involved.
* Establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and people of all backgrounds, regardless of, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.