

## IOWA DISTRICT DEPARTMENTS OF CORRECTIONAL SERVICES

**ADMINISTRATIVE OFFICER****GENERAL STATEMENT OF DUTIES:**

Serves as the Business Manager of a District Department, assists the Director in managing the Department's budget, and conducts business aspects of a district's operation, including responsibility for districts' physical plant.

This is a confidential position.

**DISTINGUISHING FEATURES OF THE CLASS:**

The Administrative Officer reports directly to the District Director. One or more Account Clerks, or other support staff, may assist and report to the Administrative Officer. The position also provides technical support and assistance to Supervisors and Managers of direct service units.

**EXAMPLES OF WORK:** (illustrative only)

Collaborates with the District Director and supervisors in organizational or financial management matters which affect overall administrative management; serves as a management team member in evaluating and resolving operational problems and making appropriate decisions.

Prepares and revises the district's operating budget as a result of meeting with program supervisors and District Director to merge goals and resource needs with revenue sources for submission to and approval of the District Board and Department of Corrections.

Responsible for the administration and compliance with the timekeeping, pay, leave, and benefits provisions of the Collective Bargaining Agreement and the district's employee benefits package. Ensures payments into the employees' retirement fund, health, dental, and life programs, worker's compensation benefits, the district's deferred compensation program, and other benefits.

Prepares financial statements, cost reports, and statement of receipts and expenditures at regular intervals for use by the District Director, the Board of Directors, and other operating officials. Responsible for the district's State of Iowa GAAP Financial Reporting Package.

Prepares or provides oversight in the processing of the district employee payroll, including: payroll check processing and distribution, leave benefit computations, reporting and payment of taxes, and quarterly and annual tax reports.

Oversees the processing of personnel actions and the administration of other personnel regulations.

Directs the maintenance of an accounting system in a manner consistent with generally established and accepted accounting principles and practices and in sufficient detail to produce adequate costs, financial and statistical data for management purposes, and to meet the statutory requirement.

Acquires or authorizes most, if not all, purchases of supplies, equipment, and materials for the district.

Responsible for district inventory control and maintenance.

Prepares or provides oversight in the processing of the payment and disbursement of the district's financial obligations.

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Provides oversight to residential staff for maintenance of resident accounts and related fiscal matters.

Provides the basic documents to implement the disbursement of funds in accordance with officially established procedures.

Maintains a system of control to insure that expenditures do not exceed budgetary appropriations.

Directs the approval, audit, and certification of claims against the district for payrolls, goods, and services.

Compiles statements of current operating and capital outlay expenditures for use by the District Director in preparing budget estimates.

Maintains an inventory of all district property.

Invests idle district funds within established guidelines.

Assists in lease negotiations and property management.

Purchases and accounts for supplies and equipment.

### DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of general laws and administrative policies governing governmental financial practices and procedures.

Thorough knowledge of the principles and practices of governmental accounting and budgeting.

Thorough knowledge of standard office practices and office and accounting equipment.

Good knowledge of modern personnel and purchasing practices.

Ability to formulate and install standard accounting methods, procedures, forms and records.

Ability to prepare informative financial reports.

Ability to plan, organize, and direct the work of subordinate employees in the specialized fields of accounting, purchasing and personnel.

Ability to establish and maintain harmonious working relationships with other department heads and government officials.

Ability to perform fiscal planning tasks and to advise the District Director on the formulation of fiscal policy.

Ability to relate effectively and with sensitivity to people of a different gender, culture or ethnic group.

Ability to perform the essential functions of the position.

### REQUIRED EXPERIENCE AND TRAINING:

Graduation from an accredited college or university with a degree in economics, finance, accounting, or business administration and one year's satisfactory performance in accounting or related positions; or

Five year's satisfactory performance in progressively responsible fiscal positions; or

Associate of Arts degree in economics, finance, accounting, or business administration and three year's satisfactory performance in accounting or related positions; or

An equivalent combination of qualifying education and experience to equal the five-year minimum.

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NECESSARY SPECIAL REQUIREMENTS:

Ability to travel to various work sites, possession of or ability to obtain a valid driver's license, and ability to be insured under the judicial district's auto insurance coverage.

ESSENTIAL FUNCTIONS:

Ability to communicate effectively with staff and others to obtain, process, and accomplish assigned work.

Ability to comprehend critical information, including financial data, to make administrative decisions within established policy guidelines, time frames, and legal parameters.

Ability to understand and follow directions and process data and information provided to accomplish assigned work.

Ability to adequately operate office equipment such as telephone, copier, facsimile, calculator, or personal computer required to perform work assignments.

Ability to travel and attend training and meetings related to performance of job duties.

January 1993  
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