October 14, 2010 Number: U1013

The City of San Diego is accepting resumes for the unclassified position of

ASSISTANT TO THE CITY AUDITOR

Salary Range: Dependent on qualifications and experience.

Recruitment: Open to all Qualified Candidates.

Filing Deadline: **Open until filled**. Candidates are encouraged to apply promptly as interviews and selection may begin upon receipt of resumes from qualified individuals.

The City:

With more than 1.3 million people, the City of San Diego is the eighth largest city in the United States and the second largest in California. The City of San Diego's diverse population, great educational institutions, unsurpassed quality of life and world-renowned location makes it the ideal place to work, live and play.

As one of the region's largest employers, the City of San Diego has a combined Fiscal Year 2011 operating budget of approximately $2.8 billion and employs over 10,000 highly dedicated employees. Additional information about the City of San Diego can be obtained on the City's website: www.sandiego.gov.

The Department:

The Office of the City Auditor is a newly created office charged with providing audit services to promote accountability to the public and to improve the economy, efficiency and effectiveness of our City government. The Office of the City Auditor is an independent office that reports to the City Council's Audit Committee. Through performance audits, financial audits and special investigations, the Office of the City Auditor provides essential information to assist the City Council in its decision-making process. The Office of the City Auditor also provides valuable information to City management and the general public. Our mission is to independently audit and report on City operations and services while providing objective and technically accurate information.

The Position:

Under the general direction of the City Auditor the Assistant to the City Auditor will perform challenging and innovative administrative work that will ultimately help improve the economy, efficiency, and effectiveness of City government services and programs.

Additional responsibilities include but are not limited to:

- Regular contact with government officials, City Council, board or commission members, representatives of business or community organizations, the public, and all levels of City personnel to exchange information and explain administrative policies and procedures;
- Performs difficult and complex budgetary, fiscal, organizational assignments, prepares, administers and analyzes operating budget;
- Processing of all department payroll and related documents; and
- Performs accounting work using the City of San Diego's financial accounting system and related subsidiary systems; to post, reconcile, and balance financial transactions of the accounting system; and
- Performs other duties as assigned.

Qualifications:

The ideal candidate will possess the following qualifications:

- Strong quantitative analytical abilities, including a thorough understanding of common data analysis tools and programs;
- Excellent writing and communication skills;
- Strong interpersonal skills;
- Ability to communicate complex and technical information in a simple, clear and straightforward manner, including the use of graphs and tables as needed;
- Ability to communicate effectively to different audiences, including elected officials, various levels of City management and members of the public while maintaining the necessary level of confidentiality;
- Ability to work both independently and as part of a team in a fast-paced, high pressure environment with tight time constraints;
- Highly ethical and objective, with the ability to navigate in a political environment without being political; and
- Energetic and motivated with the ability and desire to take initiative.

Any combination of education and experience that demonstrates these qualifications may be qualifying. A typical way to qualify would be possession of a Bachelor's Degree in business administration, public administration, business management, etc. (applicable degree) **and** two years of professional administrative experience.

Management Benefits:

The successful candidate will be eligible for participation in the City's Flexible Benefits Plan that offers several optional benefit plans or a taxable cash option; $50,000 in City-paid life insurance; paid annual leave accruing at 22 days per year for the 1st through the 15th year of service; defined benefit City retirement with CalPERS reciprocity for those with eligible service and a mandatory 1% contribution to the 401(a) plan and .25% contribution to a retiree medical trust (with a City match to each); and optional deferred compensation (457) and 401(k) programs. Retirement benefits for current City employees may differ for this unclassified position. For further information contact Risk Management at (619) 236-6600. The benefits currently offered to employees may be subjected to future modifications.

Selection Process:

To be considered for this position, please submit **two copies of each of the following**: your current resume, a letter of interest highlighting your relevant work and educational experience, and a list of three work-related references to: The City of San Diego, Personnel Department, 1200 Third Avenue, Suite 101A, MS 51P, San Diego, CA 92101, in an envelope marked ***CONFIDENTIAL: Unclassified Recruitment – Assistant to the City Auditor, Office of the City Auditor*** or email to PersUnclassified@sandiego.gov **EEO/ADA**.

Hadi Dehghani
Personnel Director

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