



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 345.2

Job Title: **DEPUTY CITY CONTROLLER (EXE LEV)**

Pay Grade: 36

GENERAL SUMMARY:

Assists the City Controller in executing duties of the office and provides the Controller's Office with technical advice/consultation on matters of policy, operations and quality control.

RESPONSIBILITIES:

- Reviews departmental policies/procedures, authorizes recommendations for improvements and directs implementation of revisions.
- Serves as senior technical advisor to the City Controller in the area of policy, operations and quality control.
- Manages special projects as assigned.
- Serves as senior technical consultant to the operating divisions of the Controller's office.
- Acts in the capacity of City Controller when so designated.

SPECIFICATIONS:

KNOWLEDGE:

Requires a Bachelor's degree in Accounting, Business Administration or a closely related field. Professional certification is preferred.

EXPERIENCE:

Ten years of accounting and/or auditing experience are required.

COMPLEXITY:

Work is very nonstandardized and widely varied, involving many complex and significant variables. Analytic ability and inductive thinking are required in extensively adapting policies, procedures and methods to fit unusual or complex situations.

IMPACT OF ACTIONS:

Errors in work could lead to extraordinary costs and problems, and could dramatically affect long-term performance. Work is typically performed with policy direction provided and the individual sets virtually all the objectives.

SUPERVISION EXERCISED:

Direct Supervision:

No direct report employees.

Indirect Supervision:

No indirect reports.

SPECIFICATIONS: (continued)

CONTACTS:

Internal Contacts:

Level of internal contact is primarily with Deputy Directors. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues; diplomacy is required; e.g., problem-solving discussions regarding responsibilities, finance, or work flow or to facilitate service.

External Contacts:

Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction involves considerable explanation and persuasion leading to decision, agreement or rejection on complex issues that requires diplomacy; e.g., important contacts involving difficult matters of agreements, negotiations and controversies.

PHYSICAL EFFORT:

The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:

Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Assistant City Controller I
Assistant City Controller II
Assistant City Controller III
Assistant City Controller IV
Senior Assistant City Controller
Deputy Controller

OR

Assistant City Auditor I
Assistant City Auditor II
Assistant City Auditor III
Assistant City Auditor IV
City Auditor
Deputy Controller

*Effective: October 1990
Revised: November 1991*