



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 346.4

Job Title: **DEPUTY DIRECTOR-CONTROLLER'S OFC (EXE LEV**

Pay Grade: 31

### **GENERAL SUMMARY:**

Directs the administration of all activities of a designated division within the department.

### **RESPONSIBILITIES:**

- Advises and assists in developing internal policies and programs.
- Plans, establishes, directs and controls administrative and supervisory policies in a designated division.
- Coordinates use of department data systems.
- Manages and provides oversight for approved outside vendors.
- Reviews and resolves operational problems/issues.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

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

#### **EXPERIENCE:**

Seven years of experience in accounting and/or auditing are required.

#### **COMPLEXITY:**

Work is nonstandardized, complex and varied, and requires interpretation of technical and detailed guidelines, policies and procedures in combination. Advanced analytic ability is needed to gather and interpret data where answers can be found only after detailed analysis of many facts.

#### **IMPACT OF ACTIONS:**

Errors in work could lead to major costs and problems and could significantly affect short-term results of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

#### **SUPERVISION EXERCISED:**

##### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Deputy Director and has a very significant level of input concerning personnel actions such as hirings, terminations and pay changes.

##### **Indirect Supervision:**

Involves supervision and evaluation of work as an Assistant Director or the equivalent.

## **SPECIFICATIONS: (continued)**

### **CONTACTS:**

#### **Internal Contacts:**

Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

#### **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 requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

### **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:**

Sr. Assistant City Controller  
Deputy City Controller

*Effective: October 1990  
Revised: November 1991*