



## FORT BEND COUNTY

### **JOB TITLE: FINANCE & ADMINISTRATION MANAGER**

### **DEPARTMENT: PUBLIC TRANSPORTATION**

**SALARY RANGE:** Professional/Management Grade 13, \$2,532.00 - \$2,980.00 biweekly based on qualifications

**CLOSING DATE:** Upon filling position

Located just southwest of the City of Houston, Fort Bend has a long history which began when a small log fort was built on the banks of the Brazos River to help protect the settlers moving onto Stephen F. Austin's original Mexican land grants. In fact, the county draws its name from that small fort built in the early 1800s and the small settlement around it, that in 1837 became the county seat of Richmond, Texas. Today, Fort Bend is one of the fastest growing counties in Texas and the United States with a current population exceeding 585,000.

#### **SUMMARY OF DUTIES:**

Responsible for all financial aspects of the department's operations and programs, including County and grand budget preparation and monitoring. Participates in planning of programs, policies or objectives for own work group and department. Coordinates the budgeting process, working with the Director and Assistant Director to develop the organization's annual budget with appropriate income goals and expense limitations for all activities. Oversees all annual, quarterly, monthly and weekly budget reporting. Leads budget analysis and formulation, scenario planning, forecasting and capital planning. Oversees the development of policies and procedures, which support sufficient internal controls to protect the integrity of financial handlings, daily operations, financial data, and capital assets. Oversees proper management of grant programs both financially and programmatically; Provides subsequent oversight to follow up and verify proper implementation and compliance with federal, state and local rules and regulations. Identifies, pursues, and effectively manages financial relationships/partnerships that meet the community's needs without creating undue reliance on additional County funding. Compiles and reviews records to determine departmental productivity and cost of service; Develops methods to continually improve results. Monitors legislative actions affecting funding and takes appropriate action. Proactively addresses and forecasts upcoming financial issues and takes necessary steps to ensure they do not impede the department's performance. Assists the Director in analyzing current and future financial needs of the department and advises the Director of all planning related matters. Prepares Financial Forecasts and Analyze Trends. Responsible for maintaining the Public Participation Plan (PPP) as it relates to grand funding. Ensures opportunities for public participation in accordance with Federal, State and local regulations. Researches and identifies funding streams and informs Grants & Budget Manager which grant applications need to be submitted. Ensures Fort Bend County projects/grants are listed and updated in the Transportation Improvement Plan (RTP) and/or Unified Planning Work Program (UPWP) as required by the Federal Transit Administration. Oversees the procurement process for the department. Attends advisory committee and regional coordination meetings to stay apprised of transit related coordination efforts and concerns of the region (TAC, TPC, etc.). Represents the Public Transportation Department in meetings and activities with other County Departments or external agencies. Participates in activities and duties related to emergency management during a local state of disaster as directed by appropriate county managers.

#### **MINIMUM REQUIREMENTS:**

Bachelor's Degree in Finance, Accounting, Business or related field. 2 years transportation and/or grant knowledge related experience preferred. 4 years job related experience including supervisory and managerial experience. Proven proficiency with both oral and written communication skills. Strong math and/or accounting and management skills. Organizational skills and the ability to complete multiple tasks a must. Strong interpersonal skills and the ability to deal effectively with the public, other employees and elected officials.

**All full-time and part-time employees are members of the Texas County District Retirement System (TCDRS). Full-time employees also enjoy a wide-range of great benefits.**

FORT BEND COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER THAT DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, AGE, SEX, RELIGION, DISABILITY OR NATIONAL ORIGIN, OR ANY OTHER REASON PROTECTED BY LAW.

A Fort Bend County employment application is required and may be completed

online at [www.fortbendcounty.jobs](http://www.fortbendcounty.jobs)

