

Leon County Public Schools Classification Specification

Salary Grade 25

Summary Information:

Classification Title: Supervisor, Internal Auditing

Date Prepared: 04/2003

FLSA Status: Exempt

Typical Decisions and Recommendations Provided to Others:

This position requires decision-making, which addresses major problems and policies which impact numerous organizational units, schools and/or the entire District. The position provides significant leeway to set objectives and determine methodology or techniques to accomplish results.

Activity Identification

Activity Name

366	Internal Controls	Develop, review and maintain a system of internal controls over financial policies and procedures.
367	External Audit	Coordinate the acquisition and conduct of the external audit.
368	Operations Audit	Conduct and/or coordinate audits/investigations of departments and/or functions. Analyze data and report findings and recommendations.
361	Audit Programs	Develop and maintain internal audit programs for the various departments, programs and/or functions audited. May include more than a financial review.
376	Audit Compliance	Assure the adequacy of action taken by operating management to correct reported deficiencies. Accept adequate corrective action. Continue reviews of inadequate actions until satisfactory resolution is reached.
362	Audit – Student Activity Funds	Conduct an audit of the student activity funds in the schools
363	Audit – Food Service Programs	Conduct audits of school food service operations.
364	Audit - Textbooks	Review textbook orders. Audit textbook inventories.
365	General Internal Audit	Audit programs other than textbooks, food service and student activity.
312	Board Reports	Conduct analyses and prepare reports for the Board and its committees. Includes time allocated to preparing for Board and committee meetings.
310	Board Relations	Attend regular, special, and committee meetings of the Board. Respond to questions and concerns of members at other times.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.

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Activity Name (continued)

043	Complaint Investigation	Acknowledge, research, and respond to complaints received regarding district activities, programs, staff, etc. May include liaison and mediation activities among complainant, the district, and agencies. Does <u>not</u> include employee grievances.
073	Develop Policy Recommendations	Develop policy recommendations for Board consideration and adoption.
074	Develop Administrative Policies and Procedures	Develop, maintain, interpret, and execute administrative procedures and practices. (These procedures and practices do not require Board review or approval, although they may involve <u>implementation</u> of Board-approved policies.) This activity includes developing and maintaining manuals regarding policies, procedures, rules, bylaws, and standards for the district (e.g., personnel, accounting, payroll, purchasing, etc.)
007	Short-Term Planning	Develop plans to deal with specific circumstances (0-1 year) including goals, objectives, and priorities for a school, department, program, or the district.
006	Long-Range Planning	Long-range (3-5 years) goals, objectives, and priorities for a school, department, program, or the district.
001	Direct Supervision	Control, review, verify, observe, and manage the work of people reporting directly to you.
613	Self-Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	B.A. Degree or B.S. Degree with six years related experience; and Appropriate certification/license as required
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision applies to one or more <u>organizational units</u> with <u>full responsibility</u> for results in terms of costs, methods, and personnel administration.

Effective Date: 7/1/2003