

DRAFT POSITION DESCRIPTION



OVERVIEW

SANDAG is a legislatively created regional government agency that serves as the forum for regional decision-making. SANDAG is governed by a Board of Directors composed of mayors, councilmembers, and county supervisors from each of the region's 19 local governments. Supplementing these voting members are advisory representatives from Imperial County, the U.S. Department of Defense, Caltrans, San Diego Unified Port District, Metropolitan Transit System, North County Transit District, San Diego County Water Authority, Southern California Tribal Chairmen's Association, and Mexico. Policy Advisory Committees assist the Board of Directors in carrying out the agency's work program. These include the Executive Committee, Transportation Committee, Regional Planning Committee, Borders Committee, Public Safety Committee, and Audit Committee.

The SANDAG Board of Directors is responsible for creating public policy on significant regional issues such as growth, transportation, environmental management, housing, open space, air quality, energy, fiscal management, economic development, and public safety. SANDAG serves as the federally designated metropolitan planning organization and Regional Transportation Commission for the region. SANDAG builds consensus, develops strategic plans, obtains and allocates resources, constructs infrastructure, and provides information on a broad range of topics pertinent to the San Diego region's quality of life.

POSITION SUMMARY

Under general administrative direction, the Independent Performance Auditor will perform independent examinations of SANDAG programs, functions, operations, and management systems and procedures to assess whether the agency is achieving economy, efficiency, and effectiveness in the employment of available resources. The Independent Performance Auditor will provide sound professional recommendations to SANDAG management, with oversight from the Audit Committee, for consideration in formulating policies and procedures, establishing internal controls, and improving operational and organizational performance; coordinate assigned activities with other SANDAG departments, the Board of Directors, Policy Advisory Committees, member agencies, and outside organizations; and provide highly responsible and complex management support to the Audit Committee and Board of Directors.

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JOB DUTIES

- Provide executive-level management and leadership for the Independent Performance Audit program, services, and activities; direct, plan, manage, and coordinate the development and implementation of program goals, budgets, policies, and priorities; establish, within SANDAG policy, appropriate resource and staffing levels including the use of outside consultants.
- Ensure the Office of the Independent Performance Auditor operates, performs, and presents results and reports in an open and transparent fashion with a high regard for priorities and deadlines.
- Develop a comprehensive annual audit plan and engagement calendar based on an agency-wide risk assessment process for review and approval by the Audit Committee and Board of Directors; provide regular updates on audits to be conducted, progress on ongoing audits, and expected completion dates.
- Oversee, conduct, and publish a variety of organizational or operational studies, investigations, audits (e.g. financial, performance, procedural, and management), and reviews (e.g. grant administration and technology enhancements); recommend modifications to SANDAG programs, policies, and procedures as appropriate through the use of standard professional guidelines for public agencies and industry best practices.
- Prepare and present reports to the Audit Committee and Board of Directors that summarize analyses of complex management issues, compliance, funding constraints, discuss agency vulnerabilities, mitigation of risk, and recommend solutions to issues or problems identified in the course of an audit or review.
- Oversee and coordinate management and staff responses to audit findings and recommendations and verify that agreed upon actions are implemented in an accurate and timely manner.
- Respond to and assist the Audit Committee and Board of Directors with resolving sensitive, significant, and controversial issues that may occur unexpectedly outside the annual audit plan or in addition to the audit calendar; respond to confidential inquiries and requests made from the public or community groups and provide updates to the Audit Committee using discretion, professional protocol, and mandated procedures.
- Monitor pending and enacted legislation specific to audits, audit compliance, professional standards, and reporting mandates and guidelines on a statewide and federal basis.
- Establish the SANDAG Office of the Independent Performance Auditor as a leader in change management, efficiencies, and operational effectiveness for all activities, functions, services, and programs.

COMPETENCIES

Vision and Purpose

Clearly communicates and promotes the value of the SANDAG internal audit program.

Understand the Business

Demonstrates an understanding of the agency's core functions and responsibilities, and considers the organization's capabilities, mission, vision, values, and strategic goals and objectives in work efforts.

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Promote Transparency and Innovation

Proactively plans and executes an effective and independent performance audit program and incorporates transparency, innovation, efficiency, and best practices for all programs, functions, services, and activities.

Problem Identification and Solutions

Identifies problems and uses logic, judgment, and data to evaluate alternatives and recommend solutions to achieve the desired organizational goal or outcome.

Conflict Management

Effectively navigates tense situations; takes the time to understand different perspectives to find common ground and arrive at a workable solution.

Integrity, Respect, and Trust

Exemplifies ethical practices, professional independence, and integrity.

QUALIFYING EXPERIENCE AND EDUCATION

Any equivalent combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be: Ten years of increasingly responsible, professional auditing experience in the areas of administration, operations, finance, performance, or management, including five years of management/supervisory experience. A Bachelor's degree from an accredited college or university with major course work in business or public administration, finance, accounting, or a related field. A Master's degree is desirable. Possession of Certified Public Accountant (CPA) and/or Certified Internal Auditor (CIA) is required.

KNOWLEDGE AND SKILLS

Management Practices

Demonstrates leadership expertise with organizational and management practices used for a comprehensive internal performance audit program in a complex, public agency environment.

Technical Expertise

Experience overseeing and conducting highly technical performance audits and a full range of management studies; knowledgeable about the techniques and methods used to examine and evaluate a wide variety of programs, functions, and services in areas such as capital project development, environmental review, financial programming, growth forecasts, regional planning, transit and transportation, technology, grant programs, and general operations.

Communication

Ability to effectively communicate with a variety of technical and non-technical audiences; practices active listening and asks questions to fully understand and consider all perspectives; prepares complex audit, management, and administrative reports; skillfully presents information, analyses, ideas, and positions in a clear, succinct, accurate, and convincing manner.

Best Practices

Knowledgeable about best practices, current and pending trends, internal controls, risk-management considerations, and processes that enhance the effective and efficient operations for a public entity; advocates for best practices in local government and focuses review efforts in a positive and constructive manner.

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Risk Management

Identifies, assesses, and communicates potential risks to the agency; evaluates the effectiveness of control measures, and provides recommendations.

Laws, Policies, and Regulations

Effectively interprets and applies federal, state, and local laws, codes, policies, procedures, and regulations relevant to SANDAG programs, services, operational areas, compliance audits, government audits, process improvement reviews, and special studies; ability to determine, select, and implement appropriate audit guidelines and standards to support defensible positions, strategies, and reporting for a local government agency.

Working Relationships

Establishes, maintains, and fosters collaborative, effective, yet independent working relationships with the Audit Committee, Board of Directors, other elected officials, SANDAG management, member agencies, professional associations, regulatory agencies, other partner organizations, and community groups; practices an advisory and consultative approach to auditing.

Political Savvy

Exercises discretion and political acumen in dealing with complex, sensitive, and confidential issues and conflicting agendas and positions.

Supervision

Effectively directs the work of staff and outside consultants; delegates responsibility, manages performance, and sets expectations for deliverables.

