

# Metropolitan King County Council Classification Specification



Position: Supervising Auditor	FLSA: Salaried, overtime exempt
Department: Auditor’s Office	Salary Grade: 131
Council Approved: Month 00, 2022	Revised:

## Classification Summary

The Supervising Auditor is distinct from the Auditor classification series. The Supervising Auditor could be a single incumbent or dual incumbent role, depending on operational needs. Staff in this role supervise the conduct of objective, independent audits, and other activities in accordance with Generally Accepted Government Auditing Standards.

## Distinguishing Features of the Position

The Supervising Auditor supervises one to three audit and/or capital oversight projects simultaneously. The Supervising Auditor leads teams in the Auditor 1–5 series and/or Capital Projects Analyst 1–2 series in conducting complex audit and oversight work, manages project staff performance, and maximizes project impact. In some cases, the Supervising Auditor may also be assigned to conduct audit or oversight work. The Supervising Auditor is expected to participate in officewide work efforts and must be able to balance and deliver high-profile, competing priorities and a high workload with very little need for oversight by an Audit Director or the County Auditor. This is a salaried, at-will, overtime-exempt position that reports to the County Auditor.

## Career Progression

To advance to Audit Director, there must be a vacant position and/or an operational need to fill the role. The Supervising Auditor must have developed expert understanding of King County government and extensive competencies in managing complex authorizing environments, personnel performance management, office operations, technical audit skills, and written and oral communications.

## Essential Duties and Responsibilities

- Ensure that audits and oversight activities are conducted independently, objectively, and in compliance with office policies and government auditing standards.
- Direct the conduct of complex oversight projects; this includes complex project planning methodology development, project management, risk assessment, qualitative and quantitative analysis, equity analysis, development of findings and recommendations, and communication of audit results.
- Cultivate a positive workplace culture where every employee experiences trust and respect, is treated with dignity, and feels engaged and confident to perform well.
- Help create a work environment that communicates, reinforces, and encourages independence, objectivity, ethics, professional skepticism, and sound professional

judgment.

- Help develop, and prepare for peer review, the office's system of quality control.
- Manage project communication strategies to maximize project impacts and positive working relationships external to the office.
- Establish personnel performance standards in conjunction with Audit Director and County Auditor. Supervise project personnel to achieve the standards.
- Orient, coach, and train staff. This may include audit standards, office policies, audit techniques, analytics, writing, equity, quality assurance, and communications.
- Coordinate legal review and other consultations related to assigned projects.
- Provide input on officewide products and participate in officewide initiatives, activities, or other assignments.
- Perform other duties as assigned that support the overall objective of the position.

## Qualifications

### Required Knowledge and Skill

- Extensive professional knowledge of the principles and practices in three or more of the following areas: government performance auditing, Generally Accepted Government Auditing Standards, public administration, budget and accounting, financial planning and analysis, transit, criminal legal system, capital projects, information technology, or the equivalent that can aid audit and oversight work.
- Extensive professional knowledge of local government operations and services provided.
- Knowledge of principles and practices associated with supervision, leadership, team building, and performance management.
- Well-developed quantitative and qualitative skills to oversee complex statistical, financial, economic, and other analyses.
- Well-developed understanding of equity in qualitative and quantitative analysis to oversee complex analyses of potential disparities and human experiences.
- Advanced understanding of the concepts of institutional and structural racism and bias and their impact on underserved and underrepresented communities, especially related to King County government.
- Exceptional organization, time management, project management, and communication skills.
- Advanced working knowledge of software including but not limited to word processing, databases, spreadsheets, presentations, and working knowledge of other applications used by the office.
- Advanced knowledge of English usage, grammar, and writing frameworks to edit audit or oversight reports.
- Advanced skills in interpersonal relations to adapt to diverse personalities and working styles, work cooperatively within teams, facilitate small group discussions, and prepare and deliver formal presentations.

### Required Ability

- Carry out the duties and responsibilities of the position.

- Work independently and manage workload with multiple and concurrent assignments and tight deadlines and coach others to do so.
- Ability to identify when staff workload becomes unsustainable and work with Audit Director and County Auditor to address the issue.
- Interpret, apply, and coach others on Generally Accepted Government Auditing Standards, King County Code, and local, regional, state, and federal mandates
- Supervise a diverse team with different communication styles, and solicit, apply, and offer feedback to continuously improve work.
- Coach others in applying tools and techniques of audit, oversight, logic, and reasoning to organize and sequence steps in conducting analysis.
- Understand, apply, and coach others in the principles of objectivity, independence, professional skepticism, and professional ethics, including appropriate applications of confidentiality.
- Coach others to present facts and information in a clear, concise, logical, and objective manner, both orally and in writing.
- Facilitate the application of co-created collective principles of engagement when conflict or disagreements arise between internal staff.
- Coach others to close technical and essential trait/human skill development gaps.
- Coach teams to create and maintain transparent, agile, effective team member roles and responsibilities.
- Develop and execute sophisticated relationship and communications strategies with external parties and coach others to do so.
- Consistent attendance and punctuality.
- Conduct observations and analysis in the field, at remote sites, and with varying schedules.
- Travel throughout King County or surrounding areas in a timely manner.

### **Education and Experience**

The position typically requires a master's degree in public administration or related discipline that will enable job performance and eight or more years of experience performing professional-level supervision, analytical, evaluative, and planning work, and/or any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position.