

**MAJOR FUNCTION**

This is responsible professional work performing independent internal audits of the City's information technology operations. Work involves applying advanced management and information technology skills in conducting and directing information technology audits of complex computer systems and analyzing management records, systems, and procedures to identify deficiencies in information security, financial accountability, and management responsibilities. The employee recommends corrective measures to improve the security and reliability of City data and management controls. Work is performed under the general supervision of the Inspector General or Deputy Inspector General when working independently, in conjunction with the Audit Manager, or when working in a consulting role as part of an audit team. Work is reviewed through analysis and evaluation of the end product of the audit engagement.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Participates in the coordination and development of the annual and long-range audit plans. Conducts and manages information technology audits of various City information system projects, including automated application systems and information technology operations, processes, contracts, etc. Develops objectives for audit engagements assigned to include, but not be limited to: determining the soundness of the control environment and the system of internal controls established by management; ascertaining the extent of compliance with established policies, plans, and procedures; ascertaining the extent to which assets are accounted for and safeguarded from losses of all kinds; and ascertaining the reliability and integrity of financial and operating information developed within the organization. Conducts management reviews and provides investigative assistance as requested. Prepares reports of audit engagement results. Serves as auditor-in-charge on designated projects and may supervise other auditors. Meets with management to discuss recommendations made concerning management control methods or procedures relating to information technology. Works with auditees to develop action plans to resolve audit issues. Performs related work as required.

**Other Important Duties**

Attends meetings with the public and City management as necessary. Directs the work of other auditors and clerical staff on any given information technology project. May provide guidance or assistance to other auditors in various segments of performance audit engagements or projects. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of systems of financial and administrative control, government auditing and accounting standards, internal auditing standards, information systems audit standards, and information systems security and control practices. Considerable knowledge of current management sciences, organization theory and practice, governmental accounting, finance, budgeting, and human relations. Ability to quickly acquire working knowledge of the organization and environment and interpret laws, rules, policies, or procedures. Ability to conduct independent and comprehensive research and evaluation, and to provide recommendations and alternatives. Ability to communicate complex and technical concepts in lay terms and to express ideas clearly and concisely, both orally and in written reports. Ability to establish and maintain effective working relationships with others and project a positive image of the Office of the Inspector General (OIG). Ability to train, supervise, and review the work of other audit staff as assigned. Skilled in using computers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration, accounting, computer sciences, management information systems, or a related field and four years of professional auditing, accounting or related governmental fiscal administration experience or three years of professional information systems auditing experience; or an equivalent combination of training and experience. A CPA, CIA, CGFM, or CISA certificate acquired by examination may substitute for one year of the required experience.

Necessary Special Requirements

At the Inspector General's discretion, a valid Class E State driver's license may be required at the time of appointment for any of the designated positions allocated to this class.

Established: 10-01-89

Revised: 03-07-00  
12-10-03\*  
10-28-06  
09-15-09\*  
06-18-14  
11-08-19  
07-13-26