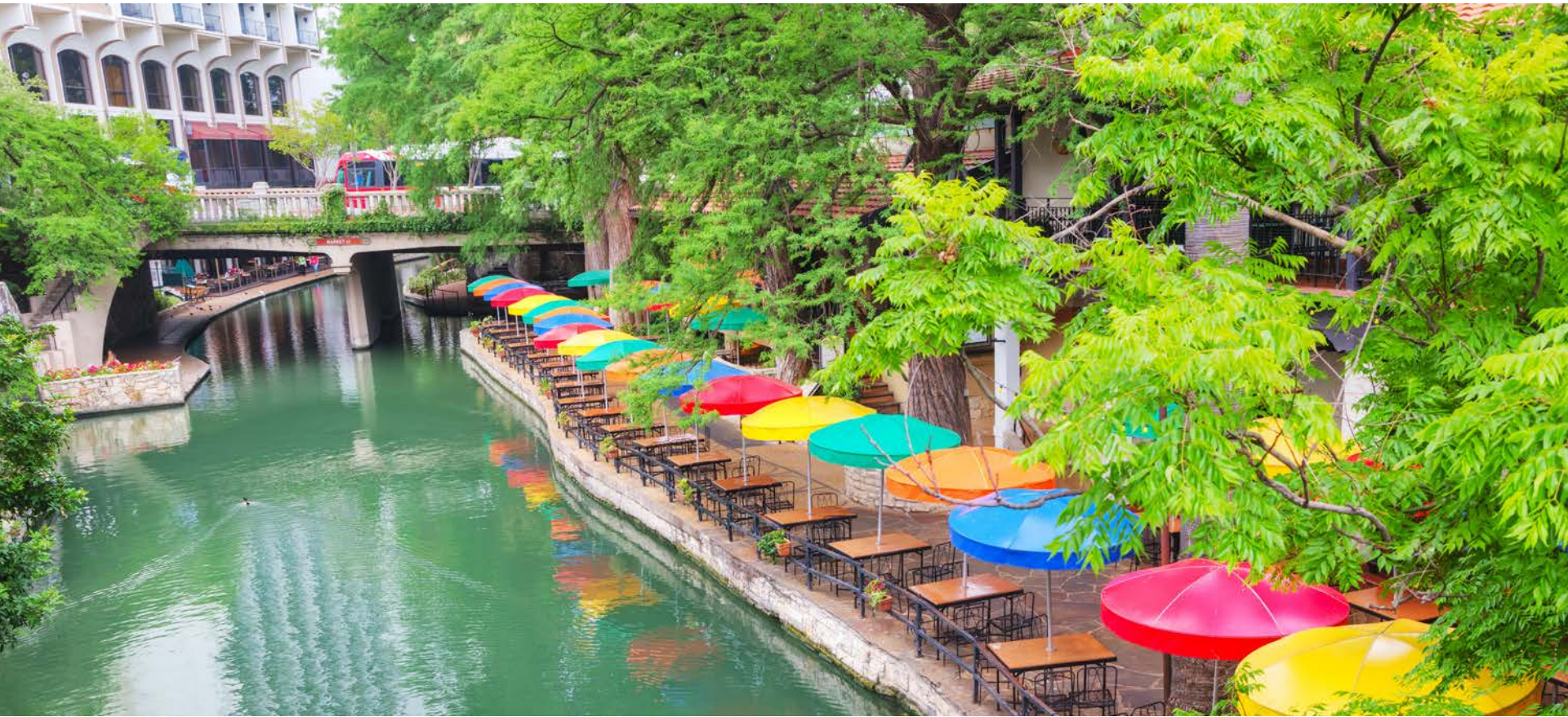


San Antonio • Texas

invites your interest in the position of

City Auditor



MISSION STATEMENT

We deliver quality City services and commit to achieve San Antonio's vision of prosperity for our diverse, vibrant, and historic community.



Recruitment Services Provided by
Ralph Andersen & Associates

THE OPPORTUNITY

The City of San Antonio, Texas is recruiting nationally for a highly experienced professional to lead the Office of the City Auditor for a very large and complex organization. This position is open due to the pending retirement of the City Auditor after almost 14 years of successful service. The successful candidate will have a well-rounded public sector background with in-depth knowledge and experience in local government auditing. The new City Auditor will have the highest degree of integrity, judgment, and independence as well as expert-level skills necessary to apply laws, regulations, policies, and methods in order to manage the complex internal audit functions of the City of San Antonio. This senior-level executive will be results-driven, with well-grounded and ethical decision-making abilities, superior interpersonal and collaborative communication skills, and outstanding public speaking abilities.



excellence in all we do

CORE Values

City of San Antonio

Teamwork • Integrity • Innovation • Professionalism

TEAMWORK

We work together to make San Antonio better.

We share goals and hold ourselves and each other accountable.

We take ownership of the team's work and personally commit to finding solutions.

We communicate effectively by sharing information, skills, and knowledge to achieve success.

We reach across teams for better outcomes.

We support the growth and development of all members of the team.

We share and celebrate success by valuing and recognizing each contribution.

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INTEGRITY

We model ethical behavior.

We do the right thing, always.

We appropriately question actions inconsistent with our core values.

We make honesty and transparency the foundation for all actions.

We are accountable at all levels.

We avoid the appearance of impropriety.

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INNOVATION

We are driven by continuous improvement.

We find new ways to make things better.

We optimize results by working smarter.

We are empowered to take risks, learn and grow.

We learn from our failures and our successes.

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PROFESSIONALISM

We are qualified, skilled and committed.

We personally commit to continuous improvement and professional growth.

We take pride in producing high-quality work and delivering exceptional service to internal and external customers.

We exhibit pride in professional appearance, language and behavior.

We assume responsibility for a clean and safe work area.

We maintain composure in challenging situations.

We respect others, express sincere appreciation, and positively influence those around us.

We are dedicated ambassadors for the City of San Antonio and the community.

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THE COMMUNITY

The City of San Antonio is the Nation's 7th largest city and is home to more than 1.5 million residents. Recently Forbes magazine rated the City as one of the best employers in Texas.

Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the State as well as a plentiful supply of high-quality housing and low utility rates. The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government, and the convention and tourism industry. San Antonio is rich in recreational and cultural opportunities and is home to the five-time NBA champions San Antonio Spurs. The world-famous River Walk is the single most visited site in all of Texas. Winding through Downtown San Antonio, this 2.5-mile cobblestone path along the San Antonio River is lined with attractive shops, luxurious hotels, and enticing dining and entertainment venues. The second most visited site in Texas is the historic Alamo, only a short distance away from the River Walk. The Historic San Antonio Missions are Texas' only UNESCO World Heritage site and is a UNESCO designated Creative City of Gastronomy. Major Theme Parks include Sea World of Texas and Six Flags Fiesta Texas. Other San Antonio attractions are the Tower of the Americas, Botanical Gardens, Museum of Art, San Antonio Symphony, Market Square, San Antonio Historic Missions, and its world class Zoo.

The City of San Antonio has a FY 2024 adopted budget of \$3.7 billion, and approximately 13,000 employees led by a council/manager form of government and has excellent credit ratings from the three major credit rating agencies. The City has made a commitment to advancing diversity, equity and inclusion, primarily through the formation of a citywide Office of Equity in 2017, which was transformed into our Department of Diversity, Equity, Inclusion, and Accessibility (DEIA) in 2022.

ORGANIZATION CHART

Office of the City Auditor
 City of San Antonio
 Organization Chart
 June 2024

City Auditor

Sr. Executive Secretary

Audit Manager

Audit Manager

Audit Manager

Compliance Auditor

- Auditor IV
- IT Auditor IV
- Auditor IV
- IT Auditor III
- IT Auditor II

- Auditor IV
- Auditor II
- Auditor II
- Auditor I
- Auditor I
- Vacancy

- Auditor II
- Auditor II
- Auditor II
- Auditor II
- Auditor II
- Auditor I

3- Audit Managers
 1 - Compliance Auditor
 3 - Auditor IV
 1 - IT Auditor IV
 1 - IT Auditor III
 1 - IT Auditor II
 7 - Auditor II
 3 - Auditor I
 1 - Vacancy

 Summer Intern

THE OFFICE OF THE CITY AUDITOR

The City of San Antonio government is a dynamic organization dedicated to continuous quality improvement and delivering outstanding services that support a high quality of life for residents, businesses, and visitors. The City is committed to an extensive capital improvement effort that supports its vision of safe and beautiful neighborhoods, a vibrant regional economy, and exceptional recreational, cultural, and educational opportunities. In November 2001, the residents of San Antonio voted to create the position of an independent City Internal Auditor. Overwhelmingly passed, Proposition One amended the City Charter and established the internal audit office to perform financial and fiscal compliance, and other audits as directed. In November 2008, the City Council passed an Ordinance which further clarified the role and authority of the City Auditor to include an independent and objective evaluation of the City's risk exposures as they relate to effectiveness and efficiency in operations, reliability and integrity of financial and operational information, safeguarding of assets, and compliance with laws, regulations, and contracts.

The Ordinance also established a five-member Audit Committee as one of the standing Committees of the City Council to provide guidance and oversight to the Office of the City Auditor in the performance of its duties.

Annually, the City Auditor prepares an Annual Audit Plan that identifies audits for the upcoming fiscal year. The Audit Plan is based on requests from the City Council, the City Management, and a risk assessment performed by the Office of the City Auditor. This plan is approved by the City Council and may be amended with the concurrence of the Audit Committee.

The Office of the City Auditor's goal is to provide an independent, objective audit and attestation activity designed to add value and to improve the City's operations. The department will help the City accomplish its objectives by bringing a systematic, disciplined approach to evaluating and improving the effectiveness of risk management, control, and governance processes.





MISSION

The Office of the City Auditor will facilitate government accountability to the residents of San Antonio through non-partisan, fact-based, independent, objective assessments of City programs, activities, and functions.

VISION

Positively impact process and organizational changes to increase assurance that public resources are used in an effective, efficient, and responsible manner.



OVERVIEW OF THE POSITION

Reporting to the Mayor, City Council, and Audit Committee, the City Auditor is directly responsible for a budget of approximately \$3.4 million and a staff of 22 full-time employees. The City Auditor is responsible for planning and directing the financial and fiscal compliance, program, operational, and computer audits of City programs and related agencies. While working in close collaboration with the Mayor and City Council, the City Auditor is responsible for independent audit of the management of City departments, offices, and programs, analysis of financial management practices, surveillance of municipal fiscal contracts, and ethics compliance. An incumbent in this class is expected to have considerable expertise in auditing for fiscal compliance with procedures, program results, operational efficiency, and electronic data processing system development and security. Work involves directing a professional staff of auditors to ensure adherence to generally accepted governmental auditing standards, developing an annual work plan based upon risk assessments and City Council direction, coordinating audits, communicating audit results to the City Manager and the City Council, and preparing and administering the Department budget. In addition, the City Auditor conducts, or may cause to be conducted, special investigations and audits at the request of the City Council and/or the City Audit and Accountability Committee. A broad latitude as to the choice of approach and departmental operating procedures is authorized, within the limits of accepted professional practice and policies established by City management.

THE POSITION *CONTINUED*

The City Auditor has the following responsibilities:

- ◆ Communicates with the City Council, the public, other City employees, vendors, management, contractors, and public officials in order to plan and explain the audit function, coordinate operations, report audit results, and clarify recommendations and details for implementation; reports on the activities of the audit office and presents results of a variety of audit work; responds to questions concerning internal control of contracts and various City programs;
- ◆ Acts as a liaison to the Ethics Review Board;
- ◆ Prepares and/or produces letters, short-form reports, long multi-page complex audit reports, interdepartmental memorandums, narrative reports, work papers, and the annual audit plan to document audit findings and methodology;
- ◆ Reviews the work products of others to ensure compliance with standard operating procedures, and regulations for federal, state, and county grants and contracts;
- ◆ Evaluates reports, accounting records, and other pertinent information to determine compliance with prescribed auditing standards and grants;
- ◆ Monitors work practices and results to determine compliance with City policies, contract specifications, and state laws;
- ◆ Prepares, administers, and monitors the Division's operating budget;
- ◆ Plans, organizes, and directs the activities of the internal audit program;
- ◆ Develops audit programs to ensure compliance with City policy, effective internal controls are in place and functioning, and operating policies and procedures are enforced;
- ◆ Determines audit scope and objectives in cooperation with City management, and/or other appropriate officials;
- ◆ Resolves procedural, operational, and other work-related problems (i.e., sensitive reactions by auditees, and departmental relations) through discussion and mediation;
- ◆ Coordinates work activities, special task forces, and committee assignments with other City departments, other cities, county, state, and other public entities;
- ◆ Develops audit schedules, an annual plan, departmental policies and procedures, and short and long-term objectives;
- ◆ Analyzes financial (written and observed) information regarding internal accounting and management controls, information systems development, and compliance with local and state laws.



THE IDEAL CANDIDATE

The ideal candidate is an independent leader with a strong management perspective who is sensitive to political realities and is capable of working with the Council and management staff in a collaborative fashion to identify successful organizational practices and improve the effectiveness of the City and its programs. They will be detail-oriented and have a reputation for being honest, ethical, respected, and credible. In addition, the City is looking for a candidate who is proactive in anticipating risk and control issues, flexible in adapting methods of auditing and reporting, and able to adhere to accepted professional standards. The ideal candidate has a passion for professionalism, timeliness in reporting, and a strong desire to identify opportunities to improve efficiency. A high degree of political sensitivity is also needed with the ability to discern areas where a focus on investigative efforts is warranted. They must be a strong advocate for promoting best practices in local government. Additionally, the selected candidate will be expected to quickly build strong working relationships and trust with a wide array of internal and external constituents.

The City Auditor will also be seen as a leader, an excellent manager, and a mentor to direct reports and support staff. The ideal candidate can identify and utilize each employee's individual strengths while encouraging staff development and professional growth.

THE IDEAL CANDIDATE *CONTINUED*

The ideal candidate possesses the following personal characteristics and knowledge:

- ◆ An advisory and consultative approach to auditing;
- ◆ Demonstrated outstanding communication and people skills;
- ◆ Ability to motivate and persuade employees and others to adopt and accept new systems and business methods while promoting a strong sense of teamwork among staff;
- ◆ Ability to make sound and well-informed decisions affecting multiple stakeholders;
- ◆ A commitment to action when dealing with pressure and ambiguity of complex and controversial issues and situations;
- ◆ Contribution to the overall good of the organization through effective and timely reporting;
- ◆ Knowledge of Texas laws, practices, rules, and regulations related to organizational structure and governmental accounting practices;
- ◆ Experience with operational analysis including modeling, asset management, risk evaluation, and overall assessment;
- ◆ Experience with preparing and delivering effective presentations; and
- ◆ Comfortable dealing with an engaged public in a highly visible environment.

MINIMUM QUALIFICATIONS

Education: Graduation from an accredited college or university with a Bachelor's degree in Accounting, Auditing, or a closely related field.

Experience: This position requires a minimum of seven to nine years of increasingly responsible professional experience as an Accountant or Auditor with a government entity, private sector, or public accounting firm, including a least two years of supervisory experience.

Professional License: Must be a Certified Public Accountant.

Other Preferred Certifications and Licensure: These additional certifications are not required, but desired: Certified Internal Auditor (CIA), Certified Fraud Examiner (CFE), Certified Information Systems Auditor (CISA), Certified Government Auditing Professional (CGAP), Certification in Control Self-Assessment (CCSA), Certified Financial Services Auditor (CFSA), Certification in Risk Management Assurance (CRMA), and Qualification in Internal Audit Leadership (QIAL). Must possess a current driver's license with the ability to obtain a Texas driver's license within 30 days of employment.

Final Selection and Appointment: The most highly qualified candidates for consideration will be selected based on a combination of education, career experience, and accomplishments that best fit the needs of the City of San Antonio.

COMPENSATION AND BENEFITS

The City of San Antonio is offering a competitive salary (DOQ). Compensation will be based upon the selected candidate's experience and qualifications. In addition to a competitive salary, the City also offers generous benefits and retirement including medical, dental and vision plans, accrued annual and personal leave, a monthly car allowance, deferred compensation plan, relocation assistance, and participation in the Texas Municipal Retirement System (TMRS).

A full description of benefits is available at <https://www.ralphandersen.com/jobs/city-auditor-san-antonio-tx/>.



TO BE CONSIDERED

This is a confidential process and will be handled accordingly throughout the various stages of the process. References will not be contacted until mutual interest has been established. **This position is open until filled with a final close date of Friday, August 30, 2024**, and candidates are encouraged to apply early in the process for optimal consideration. Resumes will be reviewed and evaluated throughout the recruitment process.

To be considered, candidates must submit a compelling cover letter, comprehensive resume, and six (6) professional references via email to apply@ralphandersen.com.

Ralph Andersen & Associates will conduct the initial evaluation of submitted materials to determine the best overall match with the established criteria as outlined in this recruitment profile. The evaluation and selection process may consist of a supplemental questionnaire and/or written exercise(s) to further evaluate relative experience and overall suitability for this position. Ideally, the City Auditor will join the City of San Antonio in November 2024, or sooner. Finalist candidates will be required to sign a release form to authorize preliminary reference calls and verifications to be conducted. Employment history, degrees obtained, and other certifications/accomplishments will also be verified. Should you have any questions regarding this position or the recruitment process, please call Mr. Robert Burg at (916) 630-4900. Confidential inquiries are welcomed.

This recruitment will incorporate existing rules and regulations that govern public sector recruitments in the State of Texas. Information submitted for consideration may be made available to the public upon request by interested parties, in accordance with public disclosure/open record laws.

*The City of San Antonio
is an Equal Opportunity Employer*



www.sanantonio.gov