10250
AT WILL

INSPECTOR GENERAL

NATURE OF WORK

This highly responsible administrative and supervisory work planning, organizing, promoting and ensuring compliance with the directives of the Palm Beach County Office of Inspector General Ordinance. The employee in this position is responsible for promoting the economy, efficiency and effectiveness of government and more specifically to detect, deter, prevent and eradicate fraud, waste, mismanagement, misconduct, and other abuses.

An employee in a position allocated to this class is responsible for managing all investigations, reviews, inspections and audits of departments, offices, boards, agencies and activities under the control of the Board of County Commissioners, municipalities and any agencies subject to Inspector General (IG) jurisdiction.

EXAMPLES OF WORK

Creates and maintains the highest standards of integrity, honesty, efficiency and accountability, and provides the County with independent oversight of County Operations.

Selects and develops a team of professionals to perform investigative functions.

Plans, directs and establishes administrative policy to effectively allow the Office to carry out its mission and meet its objectives.

Conducts investigations, files complaints and refers cases for criminal prosecution and other dispositions to appropriate agencies.

Directs the activities of staff involved in reviews, inspections, audits and investigations of projects, programs, contracts or transactions that are funded in whole or part by the County and any entities subject to IG jurisdiction.

Works closely with other law enforcement agencies to coordinate respective investigative efforts.

Directs and supervises reviews, inspections and audits intended to determine whether activities and programs being implemented as authorized are being conducted in the manner intended; and are operated in compliance with applicable laws, policies and procedures; and are conducted in an efficient and effective manner.

Gathers and prepares evidence.

Prepares and maintains budget documents.

Reports to the County Commissioners, municipal leaders and to the community at large on matters related to the economic impact of the office’s activities and findings.

Interacts with legal teams, members of the public, elected officials, civic organizations and directors of various government entities.

INSPECTOR GENERAL – CONT'D

EXAMPLES OF WORK – CONT'D

Maintains a complete file of all reviews, inspections, audit reports, audit work documents and other supportive material in accordance with record retention requirements.

Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of the principles, practices, methods and procedures of investigation.

Thorough knowledge of review/inspections practices, methods and procedures.

Thorough knowledge of auditing practices, methods and procedures.

Thorough knowledge of the laws, rules and regulations applicable to governmental fiscal and accounting records and procedures.

Thorough knowledge of complex justice related matters.

Thorough knowledge of judicial procedures and rules of evidence.

Thorough knowledge of established precedents and sources of legal reference applicable to County and municipal activities.

Considerable knowledge of ordinances and charter provisions relating to the authority and functions of County departments, boards, municipalities and agencies.

Considerable knowledge of standard office practices and management methods.

Considerable knowledge of relevant technology.

Ability to establish and maintain cooperative relations with law enforcement and governmental agencies.

Ability to analyze and prepare a wide variety of legal documents.

Ability to prepare and present well organized, accurate, timely, clear and concise written reports.

Ability to conduct research on complex legal problems and to prepare sound legal opinions.

Ability to analyze complex financial information and prepare detailed financial analyses and reports.

Ability to plan, direct and supervise the work of subordinate personnel.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with elected officials, County administration and departments, municipal leaders, other agencies and the public.

Ability to work with Local, State and Federal law enforcement agencies and the Judiciary.

INSPECTOR GENERAL – CONT'D

MINIMUM ENTRANCE REQUIREMENTS

Bachelor's degree from an accredited college or university; ten (10) years of responsible work in Federal, State, or Local law enforcement officer/official; OR as a Federal or State court judge; OR as a Federal, State, or Local government attorney with expertise in investigating fraud, mismanagement and corruption; OR as an Inspector General, Certified Public Accountant or Internal Auditor; OR as a person with progressive supervisory and management experience in an investigative public agency similar to an Inspector General's Office.

NECESSARY SPECIAL REQUIREMENT

Has not been employed by Palm Beach County, municipality, or any governmental entity subject to the authority of the Inspector General Office during the two-year period immediately prior to selection.