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## Delta Regional Authority

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### JOB DESCRIPTION

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**Job Title:** Chief Administrative Officer

**Position Summary:** The Chief Administrative Officer (CAO) recently posted as the Senior Business Manager, as member of the Delta Regional Authority's (DRA) management team, ensures the proper management and is fully accountable for all aspects of the DRA's day-to-day operations. The CAO reports directly to the Chief of Staff.

The CAO's responsibilities include but are not limited to the following:

- Works within a team environment, participates as a team player and leads as a team builder
- Assists in preparing, tracking, and maintaining budgets
- Prepares monthly financial statements and other management reports as needed
- Manages allocation of program funds to various DRA program accounts while tracking budget implementation and preparing financial and program-information reports
- Oversees the DRA's information technology systems
- Serves as the DRA's liaison with GSA, OMB, GAO and other federal accounting and financial control agencies and ensures DRA's financial accountability
- Maintains liaison with other appropriate financial managers in other agencies/entities involved in DRA payroll processing and grants administration, and prepares all necessary transfers of funds
- Ensures the efficient and effective DRA operations, including but not limited to:
  - Office space
  - Printing and reproduction
  - Mail distribution
  - Communication devices
  - Computer solutions
  - Travel
  - Personnel and human resources (including payroll and insurance)
  - Procurement of supplies and services
  - Oversight of DRA's contractual services

**Supervisory Control:** The incumbent reports directly to the Chief of Staff and performs duties with a wide degree of latitude and independence of action. Assignments are carried out without preliminary instruction. Completed assignments are reviewed to ensure consistency with the DRA's views and policies.

**Supervision Exercised:** The CAO supervises the staff in the Clarksdale office.

**Qualifications:**

- Education - A minimum of a Bachelor's Degree in business/public administration/management from a four-year accredited college or university, with an emphasis in accounting.
- Experience – Five (5) years of progressive managerial responsibility and experience.
- Strong communication and inter-personal skills
- Additionally, if not already, it is fully expected that the CAO will very quickly become a “subject matter expert” in all federal financial control requirements.

**Wage Rate:** Salary is based upon salary history, education and experience.

**Duties and Responsibilities:**

- Serves as the agency's manager financial agency liaison, and accordingly advises the DRA's Chief of Staff concerning allocation of funds, the status of allocations, and agency financial management policy.
- Develops implements and is accountable for the operational support of the agency.
- Prepares annual agency budget presentations for the OMB and Congress.
- Analyzes expenditures and anticipated budgetary requirements, and prepares plans for financing operations. Subsequently adjusts administrative budgets in accordance with Congressional appropriation actions and OMB directions.
- Maintains written financial management guidelines stating DRA policy for funds control, accounting, travel management, and operational support matters. Proposes guidelines modifications based on consideration of changes in federal policy and regulation, recommendations of inspector general and independent financial auditor recommendations, and internal agency requirements. In exercising their responsibility, assesses cost effectiveness, efficacy, and appropriateness of proposed policy to the size, scope, and non-federal nature of the DRA.
- Helps GSA maintain central records to provide an audit trail for all DRA financial transactions.
- Conducts and report's findings for both formal and informal risk assessments of DRA financial controls, and adjust assignments and procedures as directed.
- Annually prepares allocations of appropriated funds for each DRA program to the 8 states and DRA central accounts, and regularly reports to the Chief of Staff on the status of allocations encumbered by pending and approved grants or adjusted for recoveries and transfers.
- Plans and oversees networked information technology system, and provides for software applications, databases, e-mail, Internet communications, and other telecommunications resources appropriate to the DRA's mission. Ensures system security and backup practices to safeguard the system and data against reasonably anticipated risks and hazards.

- Approves individual procurements of \$25,000 or less and reviews acquisitions over that amount for consideration of the DRA. Maintains a system of credit cards, purchase orders, and other mechanisms for simplified small purchases.
- Oversees with the GSA to have a secure electronic linkage to the Treasury Department for making payments in accord with Treasury Electronic Clearinghouse System (ECS) procedures and standards. Oversees additional electronic linkage to the Treasury GOALS host for on-line confirmation of payments and filing required expenditure, budget execution, and year-end reports. Arranges appropriate certification of all ECS transactions.
- Manages financial aspects of grants administration, including but not limited to: obligating funds with the GSA, paying DRA-administered grants, tracking of obligations, recoveries of funds as appropriate, required audit reviews, and closeout. Coordinates grants administration activity with respective program unites, States, and other agencies as necessary to ensure disbursements are related to program eligibility and performance.
- Prepares official reports on the financial results of DRA programs and operations, including routine liaison with the Office of the Federal Co-Chairman for matters requiring federal approval.
- Manages mail service and contracts for space and services. Arranges leases, rentals, and acquisition of required space, equipment, and furnishings as necessary to support DRA operations.
- Manages travel, personnel (including payroll and HR), and DRA procurement of services.
- Manages specific programs of the DRA as assigned by the Chief of Staff.

**PHYSICAL REQUIREMENTS:**

Reasonable accommodations will be made to enable individuals with disabilities to perform the following essential functions.

- (1) Audio-visual discrimination and perception sufficient to: (a) makes accurate observations; (b) read and write; (c) operate assigned equipment; and (d) communicate effectively with others
- (2) A mental capacity for: (a) sound decision-making and exercising good judgment; (b) evaluating and interpreting the implementation of DRA established rules and regulations.
- (3) A physical condition appropriate to the performance of assigned duties and responsibilities which will include but may not be limited to the following: (a) standing, walking, sitting for extended periods of time; and (b) use of hands and fingers or adaptive equipment to safely operate assigned equipment.
- (4) Ability to operate a motor vehicle; ability to obtain a valid Driver's License; and the ability to travel and potentially work odd hours while performing essential functions.

**HOW TO APPLY:**

Interested candidates may submit their resume of credentials via email to [mharris@dra.gov](mailto:mharris@dra.gov) or first class mail to:

Delta Regional Authority  
ATTN: RESUME  
236 Sharkey Avenue, Suite 400  
Clarksdale, Mississippi 38614

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