



**Class Code: 1285**

**PURPOSE OF THE CLASSIFICATION:** Under direction from the City Auditor, is responsible for the administration, coordination and management of Office of the City Auditor staff to ensure the effective and efficient operations of the office; and performs other related duties as assigned.

**ESSENTIAL TASKS:**

- Oversees tactical action to carry out the City Auditor’s vision and the duties mandated by charter and ordinances
- Coordinates policy and procedures development and revisions; monitors updates to City Charter, Ordinances and Institute of Internal Auditors standards
- Works in partnership with the City Auditor to create the annual and long-term audit plan
- Leads the performance management process that identifies performance goals for the Office of the City Auditor, measures and evaluates progress toward achieving those performance goals and delivers status reports on progress to the City Auditor
- Coordinates audit projects to ensure completion of the audit plan
- Plans, coordinates, and executes the department’s annual budget
- Provides staff a strong leadership presence
- Promotes a culture of high performance and continuous improvement that values learning and a commitment to quality
- Ensures audit staff members set performance goals and receive timely and appropriate performance feedback; administers salary adjustments
- Ensures audit staff receives timely and appropriate training and development
- Collaborates with the City Auditor to develop communications strategies for internal and external messaging and manages communications media; ensures communication is accurate and high quality
- Completes ethics investigations as required by the Ethics Ordinance
- Supports the City Auditor and represents the Office of the City Auditor on the Audit Committee and Ethics Advisory Committee
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Must meet one of the following criteria:

1. (a) Completion of one hundred twenty (120) hours from an accredited college or university in public/business administration, accounting, or related field; **and**,  
(b) Ten (10) years of experience related to internal auditing or a closely related field;

**Or,**

2. (a) Completion of sixty (60) hours from an accredited college or university in public/business administration, accounting, or related field; **and**,  
(b) Twelve (12) years of experience related to internal auditing or a closely related field

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of internal audit principles, methods, and practices



**CLASS TITLE | INTERNAL  
AUDIT ADMINISTRATOR**  
PAY GRADE: EX-60 | [www.cityoftulsa.org/pay](http://www.cityoftulsa.org/pay)  
Effective Date: 01/08/2025

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- Considerable knowledge of municipal government administrative practices with particular reference to budgeting, accounting, auditing, and management systems
- Considerable knowledge of information technology risks and controls
- Considerable knowledge of data analysis used in internal audits
- Considerable knowledge of fraud investigations
- Considerable knowledge of project management disciplines

**Ability to:**

- Plan, direct and coordinate the work of professional and support personnel involved in audit activities
- Formulate short-and long-range plans necessary in accomplishing financial, performance, and information technology audit goals
- Communicate clearly and concisely
- Utilize the highest level of interpersonal skill to understand, select, develop and motivate internal and external customers

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, 10-key, and telephone; occasional lifting and carrying up to 5 pounds; may be subject to walking, sitting, reaching, and handling; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates:

- (a) Certified Public Accountant (CPA); **or**,
- (b) Certified Internal Auditor (CIA) required

**WORKING ENVIRONMENT:** Working environment is primarily indoors in an office setting; and some travel to various City locations to attend meetings.

**EEO Code: E-01**

**Group: Fiscal**

**Series: Financial Management**