

Assistant Inspector General – Program Assessment and Review

General Description

Under the general supervision of the Inspector General and/or Deputy Inspector General, responsibilities include planning, leading and conducting a range of activities in furtherance of the Office of the Inspector General (OG)'s mission to provide oversight of Nassau County's procurement and contracting processes, and other County operations, activities, transactions, programs, projects, employees, vendors, contractors, and funds.

Creates, plans, develops, manages, and/or conducts procurement, project, performance and other reviews, assessments, audits, evaluations, studies, monitoring, surveys, examinations, analyses, and inspections. May participate in preliminary inquiries, investigations, vendor vetting, and assessment of Hotline complaints. Performs other duties as may be assigned. In addition to performing assigned tasks, proactively identifies and recommends to OIG management potential oversight initiatives.

Recommends methods for the prevention and detection of criminal, unethical, wasteful, inefficient or improper activities, and/or increase transparency, relating to Nassau County government procurement, contracting, operations, projects, programs, and funds. Drafts advisory and other reports, including findings and recommendations.

Manages multiple assignments in a timely and effective manner; multi-tasks in a fast-paced environment. Exercises sound independent judgment and initiative consistent with established parameters. Maintains confidentiality consistent with law and policy.

Manages and reviews workpapers and reports completed by assigned staff and ensures compliance with applicable standards and guidelines. May provide leadership in a team environment while managing multiple complex projects.

Prepares well-written, comprehensive, detailed yet concise reports, which may deal with complex and/or novel fact patterns and findings. Prepares external correspondence.

Attends and monitors County procurement selection committee meetings, project status meetings, and bid openings. Represents OIG in meetings with stakeholders. Interacts effectively and professionally with members of the County government.

Tasks may include interviews of complainants and witnesses, location, review and analysis of records; site inspections; and field observations. Prepares records of activities, maintains project/case files.

Briefs management in a clear and effective manner. Supervises subordinate staff.

Duties may require work outside of typical business hours. The position is based in Mineola, New York. Travel within Long Island and the greater New York City metropolitan area may be required.

The position is at will.

Minimum Qualifications

A Bachelor's degree in Business Administration, Public Administration, Accounting, Finance, or a related field, and at least 3 years of sophisticated experience in performance, program or project audit or assessment, compliance reviews, fraud examination, and/or internal audits, government audits, construction audits or similar duties; or equivalent.

Experience in review and analysis of governmental, business and/or financial records and transactions and/or detailed data analysis.

Knowledge of theories, principles and practices of compliance, contracts, performance, or financial audits or similar.

Strong interviewing and other oral communications skills, including the ability to elicit key information about complex and sensitive matters, and to conduct meetings in an effective manner.

Strong written communication skills, including the preparation of clear, accurate and detailed documentation and to report findings.

Strong critical thinking skills, problem solving and analysis ability.

Strong team-work skills.

Ability to work independently with minimal supervision, including ability to plan, execute and document investigative steps. Able to recognize issues to elevate to management.

Ability to understand, interpret, and apply laws, rules, regulations, policies and procedures.

Valid driver's license.

Preferred Qualifications:

Professional certifications such as CIG, CIGA, CFE, CIA, CPA, CIGI, or similar, or post-graduate education resulting in award of MPA, MBA, or JD.

Experience or training in:

- Conducting government performance or program audits, assessments, or reviews, including appropriate application of audit principles and techniques.
- Capital project oversight.
- Conducting construction audits.
- Identifying fraud and corruption risks, inefficiencies, weaknesses in controls and other vulnerabilities in the processes of government agencies or large organizations.
- Preparation of detailed reports containing findings and recommendations, using supporting evidence.
- Formulating recommendations to combat fraud or corruption or to improve control environments, efficiency, or effectiveness.
- Understanding and analyzing complex projects and programs.
- Establishing and maintaining constructive working relationships with stakeholders.
- Use of applicable computer business software applications.
- Supervision, management, or leadership roles.

Knowledge of:

- Controls and accountability required of large public agencies.
- Government or business financial procedures and practices.
- Generally Accepted Government Auditing Standards or other auditing or standards.
- Internal control principles applicable to prevention and detection of fraud, theft or corruption.
- Procurement / contracting practices and principles, especially in the governmental sector.
- Public works or capital construction: practices, procedures, phases, roles, claims, and records keeping.
- Project management best practices.
- Due diligence vetting of business entities and their principals.
- Research and statistical methods, and program evaluation.
- Government organizational structures; agency roles.

- Roles of governmental investigative, oversight and regulatory agencies in the New York City metropolitan area.

Abilities:

Effectively manage multiple or highly complex projects.

Produce superior quality analysis and written products on multiple, complex projects with minimal supervision and short timelines.

For consideration, please submit resume & cover letter to jobs@nassaucountyny.gov

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EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR