

BUDGET MANAGER

FUNCTION OF THE JOB

Under direction, to manage the Budget Division of the Department of Administration; to perform responsible supervisory and professional work in development and management of Countywide capital, operating budgets, and special projects; and to perform other duties as required.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

1. Directs, administers, and coordinates a Countywide budget management system including capital planning, debt management, long term financial planning and forecasting, and budget development and implementation monitoring.
2. Directs and administers the computerized budgeting, project accounting, and data analytics applications and evaluates to determine the budget informational needs of various stakeholders including committees, boards, department heads, the County Executive, and the County Board and the public including updating budget data on the county web site.
3. Develops and administers Countywide policies and procedures in budget management, debt management, and capital planning; and recommends improvements in budget, fiscal, technology reviews, and business management processes and policies.
4. Conducts analyses of operating programs including preparation and review of detailed financial and statistical information, reports, trends, revenues, and costs/benefits; and ensures proper program performance measurement results documentation.
5. Analyzes and determines the fiscal impact of various County initiatives, programs, and proposals including costing, funding proposals, and financial feasibility, and performing return on investment analysis; makes appropriate recommendations.
6. Coordinates and conducts budget reviews with the County Executive and County Board; analyzes trends and future needs; recommends budget fiscal policy directions and alternatives regarding future budget strategies.
7. Directs and administers comprehensive long term financial planning and forecasting to determine future expenditures and revenue sources and to ensure the County maintains its superior bond rating, avoiding fiscal adversity and identify availability of appropriate funding levels.
8. Directs and supervises the review and analysis of the State budget and legislative proposals to determine their impact on the County budget.
9. Directs and administers budget monitoring and amendment/modification processes; analyzes trends affecting budget needs; provides written analyses; and coordinates need for budget modifications.
10. Serves as a member of the Countywide strategic planning steering committee.
11. Assists county officials and department heads in developing, implementing and monitoring the County's strategic plan, including preparing the Executive Summary.
12. Represents the department head at meetings, boards, and committees with authority to make commitments regarding actions to be taken.
13. Selects, assigns, supervises, and evaluates employees and handles any personnel problems of the staff.
14. Develops and administers the Division budget, strategic plan, and business continuity plan.
15. Participates in and/or leads special projects and work groups, and makes presentations to the County Executive and County Board.
16. Maintains accurate and detailed records and prepares and presents detailed and comprehensive reports and recommendations.
17. Establishes and maintains effective public and working relations with the general public, department heads, federal and state officials, the County Executive and County Board.
18. Performs other duties as required.

QUALIFICATIONS

Essential Knowledge and Abilities

1. Thorough knowledge of governmental appropriations, budgeting, and capital projects planning debt financing and debt service principles and procedures.
2. Thorough knowledge of generally accepted accounting principles as applied to governmental entities.
3. Comprehensive knowledge of the modern principles and practices of administration and management including budgeting, strategic planning, business continuity planning, communications, staffing, management and financial controls, and policy and procedure development.
4. Comprehensive knowledge of the principles and techniques of financial and statistical analysis and financial modeling and forecasting.
5. Considerable knowledge of data processing and computer capabilities and applications including databases as used in budgeting and financial analysis and reporting.
6. Ability to gather, analyze, and evaluate data; maintain accurate and detailed records; and prepare comprehensive recommendations and reports.
7. Ability to initiate, develop, and implement budgeting procedures and processes and to evaluate their effectiveness.
8. Ability to plan, organize, assign, supervise, and review the work of others.
9. Ability to utilize word processing, database and spreadsheet programs.
10. Ability to plan, organize, and effectively carry out a variety of assignments and projects.
11. Ability to communicate effectively both verbally and in writing and to effectively present ideas, concepts and recommendations.
12. Ability to lead and/or participate in work groups; and to plan and manage projects.
13. Ability to establish effective public and working relationships with the general public, department heads, federal and state officials, the County Executive and County Board.
14. Ability to effectively interact with sensitivity with persons from diverse cultural, socioeconomic, educational, racial, ethnic, and professional backgrounds, and persons of all ages and lifestyles.

Training and Experience

1. Graduation from a recognized college or university with a bachelor's degree in business or public administration, accounting, finance or a closely related field.
2. Five (5) years of progressively responsible professional work experience in the areas of budgeting, accounting or fiscal management.
3. A master's degree in an area listed above may be substituted for one (1) year of the work experience requirement.