

## **MANAGEMENT AND BUDGET DIRECTOR**

### CODES/PAY RANGE

Class Code: 3337    EEO Code: A    FLSA: E    Pay Range: C

### MAJOR FUNCTION

Highly responsible administrative work planning, organizing, preparing, and coordinating the development and implementation of the county's operating and capital budgets; administering budget policies and procedures; directing management studies; and coordinating the implementation of new programs and management techniques with other divisions.

### ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Develops and interprets directives, regulations, and procedures to implement budget policies and practices.

Determines the propriety and cost effectiveness of funding requests and expenditures through review of budget and accounting transactions, and analysis of productivity, workload, and program accomplishments.

Advises on and monitors capital improvement financing projects.

Gathers, extracts, reviews, verifies, and consolidates a variety of narrative information and statistical data needed in the formulation and presentation of budget recommendations.

Analyzes revenue sources and prepares annual and long range revenue estimates.

Advises County Manager on the allocation of resources through the county's budgeting processes; on the efficiency and effectiveness of programs; and on other management and policy matters.

Oversees the development and application of management processes in such areas as budgeting, program planning, capital improvement programming, program evaluation, productivity improvement and policy development.

Provides long range cost estimates, plans and advises on effective and efficient means for the acquisition and use of funds to support programs and activities.

Analyzes and compares objectives, programs and activities in order to recommend levels of funding and/or alternative methods of financing programs and operations.

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Administers the annual operating and capital budgets.

Reviews program data, workload reports, and staffing requests to assure that positions within the various service centers/groups and activities are properly funded, and that authorized grade and staffing levels are maintained.

Develops narrative justification statements for budget recommendations. Advises on the propriety and legality of using funds for specific purposes.

Directs and assigns various county-wide and other program evaluation and management analysis studies, ensures implementation of systems, and oversees productivity improvement programs to provide greater effectiveness of operations.

Initiates, directs, and participates in a variety of management studies including agency operation programs efficiency and effectiveness of county policies and procedures.

Analyzes division and agency work schedules, compiles facts relative to the details of organization, work units and cost of service and converts such information into budgetary terms.

Analyzes agency operations by performing field studies and statistical analyses and recommends ways to lower operating costs or increase efficiency of selected agency operations.

Recommends budgetary adjustments to support unanticipated changes in program operations and/or funding.

Directs and supervises subordinate professional and clerical personnel.

Performs related work as required.

**KNOWLEDGE, ABILITIES AND SKILLS**

Knowledge of the principles and practices of public administration with particular reference to local government, planning, programming, budgeting, information management, and evaluation.

Ability to analyze and evaluate the effects of continuing changes in program plans and funding on the accomplishment of government program objectives. Ability to interpret and assist the impact of new or revised state legislation on county budgetary programs. Ability to exercise initiative and judgement in analyzing organizational and procedural problems of a difficult and complex nature and in making recommendations. Ability to prepare and interpret financial reports and statements. Ability to analyze county systems, operations and programs, and to develop alternatives where appropriate. Ability to plan, organize, and direct the activities of subordinate professional staff members. Ability to make sound management decisions based on

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available information. Ability to communicate effectively, both orally and in writing. Ability to establish effective working relationships.

### MINIMUM QUALIFICATIONS

Bachelor's degree in Public or Business Administration, Finance, Economics, Accounting, or related field, and five (5) years of progressively responsible professional experience within a financial/management analysis organization, affording extensive knowledge of budgeting, policy development, analysis of operations, productivity improvement, or related areas; two (2) years of which must have been in a responsible management, supervisory capacity.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

### ADA REQUIREMENTS

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside work.

Mental Demands: Ability to read and comprehend technical and professional journals and manuals; financial reports, letters, memos, abstracts, instructions; legal documents, ordinances and statutes. Ability to perform advanced mathematical functions. Ability to write reports, financial reports, memos, letters, instructions and procedures. Ability to speak publicly; conversant in theory and practices of discipline; persuasive speaking. Ability to analyze data and develop conclusions. Ability to identify and resolve problems.

Revised 10/97  
Replaces 10/94