

CLASS SPECIFICATION FOR
Budget Manager

GENERAL STATEMENT OF DUTIES: Assists the Finance Division Director over the Finance Department's Office of Management and Budget in the work, administration and supervision of the OMB and its staff; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this single-position class serves as senior resource to and leads the work of the other budget analysts, overseeing and coordinating more complex work-cycle initiatives, projects and assignments. Work is performed under the general supervision and guidance of the Finance Division Director who heads the Office of Management and Budget. The employee assists the budget director in establishing and accomplishing the mission and goals of the OMB and in general office/division administration and assumes the duties and responsibilities of the Division Director in his/her absence.

EXAMPLES OF WORK (illustrative only):

- Plans, assigns, supervises, reviews and participates in the professional budget preparation and analysis duties of the Finance department;
- Oversees the conduct of management studies in County agencies;
- Supervises and coordinates the work flow of budget analysts, directing and participating in productivity analyses to evaluate and measure work; recommends changes to standards as necessary;
- Supervises processes associated with compilation of operating and capital budgets;
- Responsible for oversight of monitoring department budgets for compliance with stated goals and objectives and ensuring that expenditures are made in accordance with appropriations and established County guidelines;
- Analyzes requests for funding source transfers and amendments to the County's Annual Fiscal Plan;
- Supervises and assists analysts in preparing statistical data for financial documents and provides this information in a concise and accessible report form to management and various other audiences, including the Board of Supervisors and citizens/customers of the County;
- Oversees the preparation of source data for multi-year forecasting of revenues and expenditures;
- Assists in developing and implementing budget policy;
- Sets up and participates in work sessions with department heads, key personnel and/or their designees in the preparation and control of operating and capital budgets;
- Trains OMB personnel/staff on a task or project-specific basis;
- Coordinates required fiscal-impact assessments as required by the Commission on Local Government, the County's Legislative Liaison and/or other County agency heads and key officials;
- Coordinates presentations made to the County Manager, the County's Leadership Group, the Board of Supervisors and other audiences, as required;
- Responsible for the establishment, maintenance and updating of operating procedure manuals;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of the principles, methods and practices of budget preparation and control; ability to effectively supervise and/or to lead the work of others; considerable knowledge of methods-improvement techniques, management analysis, cost-benefit analysis and information technology capabilities; ability to analyze, interpret and report findings and recommendations; ability to effectively train other employees in proper methods and procedures to be followed; proven familiarity with and skill in the use of relevant personal computer software and web-based applications; ability to establish and maintain effective working relationships with County officials, agency heads and their representatives; ability to plan and carry out in-depth studies and reviews and to implement changes as a result of these findings; good organizational skills; ability to work efficiently within given time frames and to accurately meet deadlines; ability to communicate effectively both orally and in writing; proven, effective oral presentation skills; good professional judgment; initiative; integrity.

MINIMUM EDUCATION AND EXPERIENCE: Possession of a bachelor's degree in business management, public administration or a related field and four (4) years of budget analysis/preparation experience, including one (1) year in a supervisory capacity; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.