

# **BUDGET ADMINISTRATOR**

## **MAJOR FUNCTION**

This is a responsible management and administrative position serving as the principal advisor on budget policy to the County Administrator. The incumbent will work closely with Commissioners, Bureau Chiefs and Department Directors to develop efficient and effective expenditure policy.

## **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. The omission of specific statements does not preclude management from assigning specific duties not listed if such duties are needed for the effective and efficient management of the County. Work is performed under the direction of the County Administrator and performance is reviewed through conferences, reports submitted, evaluation of accomplishments and the efficiency and effectiveness of the results obtained.

- Develops, evaluates and revises budgetary expenditure policies and procedures; recommends implementation of new policies to improve efficient budget practices.
- Maintains liaison with the Budget and Finance Office under the Clerk of the Court and works with staff on matters related to financial operations.
- Coordinates activities related to budget preparation and advises departments and offices in matters related to budgetary requirements and provides training as necessary.
- Oversees the preparation, review and administration of long-range operational and capital improvement budget plans to ensure optimum efficiency and effective use of budget funds.
- Oversees the development of long term strategic plans and annual operating performance plans and establishes outcome goals and defines clear program strategies for measuring performance of departments.
- Assist Department Directors in preparation of business plans and performance objectives aligned with the strategic plan and with clear performance measures as well as performance benchmarks.
- Monitors expenditures for adherence to budgetary controls and proper implementation of financial policies, rules and regulations.
- Monitors federal, state and local laws, rules and regulations governing local government budgets and recommends strategies to ensure compliance.

## **SECONDARY FUNCTIONS**

- Performs other duties as assigned.
- Attendance at night, after hours, or weekend meetings may be required.

## **BUDGET ADMINISTRATOR**

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, consultants, contractors, administrators, public officials, citizens, and customers of the department. Service is provided in person and by phone contact.

### **SUPERVISION**

This position will function as a lead worker for groups of employees as assigned. Will review the work product of teams; provide guidance, advice, and assistance to others on work assignments.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

Bachelor degree from an accredited four-year college or university in Business or Public Administration, Accounting, or Finance (Master's preferred); with 5-7 years progressively responsible budgetary experience in a moderate to large scale organization; or an equivalent combination of experience and training.

#### **Licenses**

Possession of a valid Florida Drivers License.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read, analyze, and interpret highly complex and technical documents.
- Ability to respond effectively to highly sensitive and/or confidential inquiries or complaints.
- Ability to write speeches and articles using original or innovative techniques or style.
- Ability to make effective and persuasive speeches and presentations on controversial, sensitive or complex topics to top management, public groups, and/or boards.

#### **Mathematical Skills**

- Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

## BUDGET ADMINISTRATOR

- Ability to comprehend and apply principles of advanced calculus, modern algebra, and advanced statistical theory.

### **Problem Solving Abilities**

- Functions independently as an expert in matters of specialized code, rules, policy, analysis, or complex technical systems.
- The ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems.

### **Specialized Skills and Abilities**

- Strong organizational skills and ability to clearly and concisely communicate orally and in writing.
- Ability to speak effectively before groups and to exercise sound judgment and tact.
- Knowledge of the functions, operations, and structure of County government.
- Extensive knowledge of the principles and practices of accounting along with the ability to perform research and interpret data.
- Ability to analyze statistical and other data and prepare professional reports, and provide information from these sources to discuss markers.
- Requires the ability to read and/or prepare a variety of forms and documents including schedules, budget proposals, expenditure/revenue reports, etc., using proper format.
- Ability to establish and maintain good working relationships with other County departments and outside agencies.
- Ability to remain calm in stressful situations. Must be adaptable to performing under minimal stress levels when confronted with an emergency.
- Ability to taking a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.
- Knowledge of statues, rules, regulations, principals and practices and procedures related to government and County.

### **Machines and Equipment**

This employee will be required to operate a computer, calculator, telephone, fax machine, copy machine, and other general office equipment in the completion of the tasks of the position.

<b>BUDGET ADMINISTRATOR</b>
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**PHYSICAL DEMANDS**

While performing the duties of this job, the employee will occasionally be required to stand, walk, reach with hands and arms, stoop, kneel, crouch, or crawl; and will regularly be required to sit, use hands to finger, handle, or feel, and frequently talk or hear. Vision requirements include color vision.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level for this job is quiet but may involve frequent interruptions where noise level will be moderate.

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Pay grade: 28	Status: E
Job Description Number: 1089	Revised: