

BUDGET & ADMINISTRATION COORDINATOR

MAJOR FUNCTION

This is a professional staff position providing administrative, operations, and budget support to a major department of the County. Employees in this classification perform advanced and highly complex work in managing and maintaining the assigned projects, processes, and tracking and reporting requirements of the assigned department. Essential functions as outlined herein are performed according to the assignment area.

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, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Participates in developing goals, objectives, policies and procedures of the department.
- Instrumental in implementing policies, procedures and related changes in organizational and administrative systems as directed by a supervisor or manager.
- Performs in depth review, study, and analyses according to direction. Conducts research, compiles facts, analyzes data, develops recommendations, observations, or summaries.
- Develops and submits written and oral reports on a variety of special assignments relating to County government as directed.
- Participates in developing, reviewing, and implementing annual budget. Confers with operating officials on budget matters. Participates in developing short and long range fiscal and strategic plans.
- Attends meetings and may serve as departmental representative at meetings.
- Frequently reads and interprets large volumes of written materials, financial data, technical materials, Federal, State, and County statutes, rules, and ordinances.
- Frequently draws conclusions and expresses opinions, both orally and in writing, in a professional manner.
- Coordinates and manages operational and administrative processes, projects, and special assignments according to the area of assignment and as directed, e.g., procurement activities, information systems management.
- Monitors and ensures department/County compliance with respect to regulatory guidelines and standards for functional areas under charge.

SECONDARY FUNCTIONS

- Performs other duties as assigned.

BUDGET & ADMINISTRATION COORDINATOR

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, citizens, and customers of the department. Service is provided in person or by phone contact.

SUPERVISION

Responsible for directly and regularly supervising work of a relatively small number of employees (two or more), with no indirect supervision. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience.

Bachelor Degree from an accredited four-year college or university and three years related experience in coordinating, managing and tracking accounts and budget related work elements and processes for a major unit or division; or equivalent combination of education and experience.

Licenses.

Depending on area of assignment, may require valid Florida Driver 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 knowledge, skills, and ability required.

Language Skills

- Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches / articles for publication that conform to prescribed style and format.
- Ability to effectively present information to top management, public groups, and/or boards.

Mathematical Skills

BUDGET & ADMINISTRATION COORDINATOR

- Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Problem Solving Abilities

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Interprets complex and detailed technical data.
- May participate in development of policy, programs, plans, or procedures.
- Study manual work process to determine most effective methods for essential tasks.

Specialized Skills and Abilities

- Knowledge of the theory, principles and practices of public administration. Knowledge of government organization and administration and of the legal basis of government.
- Strong computer skills with broad familiarity with standard software packages, e.g., word processors, report writers, database applications, spreadsheets, project schedulers.
- Knowledge of research techniques, methods, and practices. Ability to conduct manual and electronic research, and analyze and interpret findings for preparing reports.
- Ability to speak clearly and effectively in public. Ability to deal courteously and tactfully with members of the public and coworkers.
- Ability to establish and maintain effective relationships with government officials, employees, the public, and the press.
- Ability to plan and organize and meet multiple deadlines. Must be flexible to work on diversified projects in a fast paced environment.
- Ability to remain calm in stressful situations.
- Ability to take 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.

Machines and Equipment.

This employee will be required to operate a computer, calculator, telephone, fax machine, copy

BUDGET & ADMINISTRATION COORDINATOR
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machine, and other general office equipment, as well as drive a vehicle, in the completion of the tasks of the position.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will occasionally be required to reach with hands and arms, climb or balance, taste or smell, and lift up to twenty-five pounds; will regularly be required to stand, walk, and talk or hear; and will frequently be required to sit and to use hands to finger, handle, or feel. Vision requirements are close, distance, color, and peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to outdoor weather conditions. The typical noise level for this job is moderate.

Established: 10/99	Category: 2
Pay Grade: 16	Status: E
Job Description Number: 6073	Revised: 6/2003