

## BUDGET/MANAGEMENT ANALYST IV

### NATURE AND VARIETY OF WORK

This is advanced professional and administrative principal budgetary development and administration or management analysis work within a department or agency. Such technical positions may lead/coordinate subordinate positions, but the complexity of major budgetary/management analysis projects and the high degree of independent judgment, action, and initiative exercised in conjunction with such projects may equate to the IV level. Work is performed in accordance with established departmental policies, procedures and regulations. Work is evaluated through conferences, and completed reports and projects by a higher level supervisor.

### EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Leads and participates in performing budgetary, planning, programming and management analysis projects.

Develops a separate and distinct system of administrative controls tailored to the need of individual agencies to ensure the most effective and economical expenditure of allocated funds; assesses budgetary requirements for agencies which have distinctly dissimilar kinds of activities.

Confers with administrative officials on organization, management, and procedural problems, and works with supervisor in establishing management survey objectives and priorities; plans and prepares reports which provide direction for immediate and long range budget policy decisions.

Participates and leads in the continual re-evaluation of County revenue forecasts relative to changes in demographic and socio-economic factors.

Develops and monitors systems and procedures necessary for the administration of Federal and State grants received by County departments and agencies.

Represents the Office of Management and Budget in meetings with other departments and outside agencies at meetings and hearings; works with regional groups to identify and resolve multi-jurisdictional problems.

Prepares statements for County Executive on budgetary issues related to assigned agencies.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

### REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Extensive knowledge of governmental budgeting methods, and the operational relationships between the budgeting, accounting, and data processing functions in government and of management in general.

Considerable knowledge of the regulations, rules and procedures of grant and aid application.

Ability to interpret grants and aid regulations and to prepare acceptable applications.

Ability to analyze complex administrative problems and make sound policy and procedures recommendations as to their solution.

Ability to develop, implement and maintain a highly complex reporting system for budgetary or other management purposes.

Ability to lead and participate in the collection, analysis and presentation of management information as it relates to budgetary and management planning.

Ability to program objectives and evaluate attainment of the objectives.

Ability to appear before groups of public officials and citizens, and to speak clearly and concisely in eliciting support for budget requests.

Ability to write and edit management and analytical narrative reports and budget materials.

Ability to establish and maintain effective and professional work relationships with other County officials, representatives of other governments, and the general public.

### MINIMUM QUALIFICATIONS

Master's degree in accounting, public/business administration, or a closely related field, plus three (3) years of progressively responsible administrative and budgeting experience; or an equivalent combination of education and experience.

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