

BUDGET/MANAGEMENT ANALYST V

NATURE AND VARIETY OF WORK

This is management level, professional and administrative work performed in conjunction with the administration of a major budget development or management analysis program. Incumbents provide key management level, administrative, and technical support to a Budget/Management Manager or may function as a section chief in functional areas characteristics of the department. Significant aspects of the work include interpreting and explaining the more complex details of budget/management analysis policies, procedures, laws and regulations to County personnel in resolving the most complex programmatic problems or issues. Work is performed under the general supervision of a higher level supervisor and is evaluated in terms of adequacy and conformance to established departmental policies, procedures and practices.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Exercises the full range of supervisory duties and responsibilities as outlined in Section 16-102(59) of the Personnel Law.

Participates in the development of administrative and budgetary policies and procedures.

Plans, directs and evaluates the work of a group of professional, para-professional and clerical personnel engaged in budget/management analysis operations.

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

Plans and conducts complex research in problems of considerable scope and complexity which are difficult to define and require expert research techniques.

Meets with administrative officials on complex organization, management, and procedural problems, and works with supervisor or higher level official in establishing management survey objectives and priorities.

Plans and develops comprehensive reports which provide direction for immediate and long term budget policy decisions.

Maintains a system for continual assessment and re-evaluation of the County forecasts relative to change in demographic and socio-economic factors.

Supervises the development and monitoring of systems and procedures necessary for the administration of Federal and State grants received by the County departments.

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.

Supervises preparation of statements for County Executive on budgetary issues relating to budget/management analysis.

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

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

Ability to translate grants and aid terminology into terms understandable to management and departmental officials.

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 plan and supervise the work of subordinate staff.

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 four (4) years of progressively responsible administrative and budgeting experience, including at least one (1) year in the lead/supervisory role; or an equivalent combination of education and experience.

CREATED: 10/88