

BUDGET MANAGEMENT MANAGER

NATURE AND VARIETY OF WORK

This is highly responsible professional managerial and administrative work performed in support of the Office of Management and Budget including primary responsibility for directing and managing the overall activities of a major operating division. As a division chief, responsibilities extend to supervising, planning, coordinating and continually appraising the activities of a professional, para-professional, technical and clerical staff in order to accomplish the respective and specific divisional mission, goals, and objectives as an integral part of the County's comprehensive budget/management system. Work is performed under the general supervision of the Deputy Director or the Director. Work performance is evaluated through conferences, by a review of completed work products and projects, and by monitoring the effectiveness and efficiency of operations to accomplish respective divisional goals and objectives.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

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

Directs one of the divisions within the Office of Management and Budget.

Acts as liaison and provides technical support to County departments/agencies/users in all facets of the County's budget/management analysis system to which assigned.

Recommends modification of the implementation of new and innovative programs with the end objective of improving efficiency and effectiveness.

Assists with the administration of County budget/management analysis policies and procedures and proposes amendments to such items.

Develops and implements monitoring systems for the effective administration of federal and state grants received by the County.

May serve as the office representative at various meetings and as an advisor on the implementation of budget/analysis policies and procedures.

Prepares divisional budgets and allocation of funds.

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 modern public administration and management practices.

Extensive knowledge of governmental budget methods.

Extensive knowledge of public and private grants administration.

Ability to interpret grants and aid regulations.

Ability to translate grants aid terminology into understandable terms.

Ability to analyze complex problems and make sound recommendations for resolution.

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Ability to apply effective human and public relations techniques in dealing with individuals, employees, departmental officials and representatives of the public.

Ability to supervise and train a subordinate budget/management analysis staff.

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

MINIMUM QUALIFICATIONS

Master's degree in accounting, business/public administration or closely related field, plus four (4) years of progressively responsible administrative and budgetary experience (including governmental experience), including at least two (2) years in a supervisory capacity; or an equivalent combination of education and experience.

CREATED: 10/88