

BUDGET & PERFORMANCE MANAGER - 2029

General Definition of Work:

Performs difficult professional and intermediate executive work in the preparation and analysis of the County's operating and capital improvement budgets and the organization performance program; does related work as required. Work is performed under the general supervision of the Deputy County Manager for Administration. Supervision is exercised over subordinate personnel.

Essential Functions/Typical Tasks:

Planning, preparing and implementing budget preparation and modifications; assisting departments with budget preparation and implementation; preparing and maintaining budget and financial records and files; developing and coordinating the County's performance evaluation system. Oversees purchasing and contract administration.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- Plans and prepares recommended policies, guidelines and instructions to be followed by County personnel in the formulation of annual operating and capital improvement budget requests.
- Prepares or coordinates the preparation of supporting budget documentation, including revenue projections, statistical data and other fiscal information.
- Directs the preliminary and final compilation of the recommended annual operating budget and capital improvement budget for the County; works closely with department heads concerning issues pertaining to their budgets.
- Supervises and participates in the analysis of current operating expenditures and the estimating of future expenditures.
- Reviews, verifies and approves requisitions and budget modifications.
- Performs account and cost analyses and verification.
- Supervises and participates in specific research and related projects concerning budget issues.
- Consults with departmental and other administrators on matters of budgetary management and control.
- Designs and recommends for implementation of various budgetary control systems and procedures.
- Develops and coordinates processes and training for performance evaluation, management, data and measurements.
- Performs related tasks as required.

Knowledge, Skills and Abilities:

Comprehensive knowledge of the theories, principles, practices and techniques of municipal accounting, finance and budgeting; comprehensive knowledge of the state and federal laws and local ordinances applicable to budget preparation approval and administration; thorough knowledge of the functions and operations of municipal agencies; ability to analyze and develop budget estimates; ability to plan and supervise the work of subordinates; ability to develop and conduct technical training programs; ability to conduct detailed research and prepare reports and findings; ability to establish and maintain effective working relationships with associates.

Education and Experience:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in accounting or related field and considerable professional experience in a government budget office.

Physical Requirements:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines; determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

Special Requirements:

None.

Revised: 08/01/07