

Position	Budget Director	Grade Level:	VII \$65,000
Department	County Commission	Date:	05/23/2023
Reports to:	County Administrator	FLSA Status	Exempt

Statement of Duties: The Budget Director performs administrative, clerical, and financial services in the support of the County Administrator for financial management of the County’s Budget and Grant management. Employee is required to perform all similar or related duties under the direction of the County Administrator.

Financial services will include financial planning, accounting, auditing, capital improvements, grant management, and working closely with the County Clerk’s office, Sheriff’s Department, Tax Office, and department heads for County financial continuity.

Supervision Required: Employee works under the general supervision and policy direction of the County Administrator who assumes responsibility for the County Budget process. The Budget Director will exercise authority over assigned projects and budgetary functions in conformance with general directives and objectives set forth by the County Administrator and Deputy County Administrator. Seeks counsel of governing body only on matters of policy adjustment or where required by law.

Supervisory Responsibility: Employee, as a regular and continuing part of the job, does not regularly supervise any staff members.

Confidentiality: As a County Commission employee and affiliate with the County’s budget, Employee has access to most confidential information of the county.

Accountability: Duties involve monitoring the County’s budget under the direction of the County Administrator; carrying out daily finance activities including pulling reports and adjusting budget line items and entries (after approval by the Commission and/or State). Consequences of errors, missed deadlines or poor judgment could have far reaching effects on the public's confidence and the county's ability to deliver services.

Judgment: The Budget Director, in conjunction with the County Administrator and in his/her absence the Deputy County Administrator, directs the overall financial and budget activity of the county by accepting responsibility while exercising authority and following standardized practices, procedures regulations or guidelines for government financial administration. Work will be performed under the direction of the County Administrator. Extensive judgment and ingenuity are required to apply the most pertinent practice, procedure, regulation or guideline, to develop new or adapt existing methods and approaches for accomplishing financial objectives or to deal with new or unusual requirements within the limits of the guidelines or policies.

Complexity: The work consists of financial and budget monitoring, controlling, coordinating, evaluating, integrating, and other related activities for more than one major department within the county.

Work Environment: Hybrid work structure where employee can work remotely two days per week. The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. The Budget Director may be required to work beyond normal business hours to attend

evening meetings and/or meet financial, County, State, and Federal deadlines.

Nature and Purpose of Public Contact: Duties do not involve constant and/or direct contact with social media or news outlets. This responsibility will fall to the County Administrator. This role will interact with local, state, and federal government officials and Department Heads. Duties require a well-developed sense of strategy and timing in representing the county effectively in critical and important situations which may influence the well-being of the county. Relationships with co-workers and elected officials is important. To an extent, this role will report information to the County Administrator who will present information for frequent explanation, discussion, or interpretation of practices, procedures, regulations, financial decisions, or guidelines in order to render service, plan, or coordinate work efforts or resolving operating problems. More than ordinary courtesy, tact, and diplomacy may be required to resolve complaints or deal with uncooperative or uninformed persons.

Occupational Risk: Duties of the job present little potential for injury. Risk exposure is similar to that found in typical office settings.

Essential Functions: The essential functions or duties listed below are intended only as illustrations of the various type of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Must be able to work in a collaborative team environment with the ability to multi-task, a high degree of integrity, an ability to maintain strict confidentiality, and exercise sound judgement. Strong communication, time management, analytical skills, financial aptitude, attention to detail, and problem-solving skills to compile and analyze data is crucial for success. Duties will include daily interaction to provide guidance and support related to the County Budget and/or grant management.

All functions are to be administered in collaboration with the County Administrator and Deputy County Administrator.

Financial Duties

Work with the County Administrator to develop and monitor the County's annual operating and capital budgets and coordinates budgetary information with and other elected officials and department heads; amends budget as approved by Commissioners.

Assist the County Administrator to develop and update a multiple year operating and capital budget.

Assist the County Administrator to develop periodic financial and statistical reports regarding budget status including analysis of monthly closings and cash flow analysis and reports to Commissioners within a timely manner; meets with accountants, attorneys and others as required.

Work with the County Administrator and County Clerk's office to develop and implement accounting and financial management policy and procedure.

Participate in County Finance Advisory Board Meetings for the purpose of developing and implementing uniform fiscal policies and procedures. (When applicable – Advisory Board has not been created).

At times work with and coordinate efforts with the County Clerk's department as a collaborative effort with the leave of County Administrator.

Maintains a close continuing working relationship with the County Clerk's, Assessor's, and Sheriff's Tax offices and all departments with regard to financial management matters.

Identifies problem areas and takes immediate action to resolve issues, assuring a stable fiscal structure within the County.

Conducts fiscal research and provides assistance to County Administrator and Deputy County Administrator and staff regarding financial decision making and special projects.

Evaluates the County's financial position and issues periodic financial and operating reports for the County Administrator to distribute to all departments, County Commission, including grant in-aid agencies.

Assures compliance with all federal, state and local accounting principles, procedures and financial record-keeping requirements.

Manages the County's purchasing and inventory control procedures, and proposes recommendations as appropriate.

Develops a comprehensive management information master system plan and oversees the implementation and integration of the financial software.

Approves requests for changes, additions or deletions to the MIS system after consultation with the Commissioners.

Administers and monitors all vendor contracts to assure compliance and consistency with County goals and financial resources.

Establishes working relationship with vendors and develops procedures for verification and cost approval of purchases within the County.

Analyzes, consolidates, and directs all cost accounting procedures and prepares reports for the County Administrator to present to the Commission.

Analyzes and conducts studies of economic, business and financial conditions and their impact on the County's revenue and capital investments.

Analyzes all contracts and/or projects for their financial impact prior to recommending same to the County Administrator to present to Commission.

Institutes policies and procedures to assure maximum reimbursement from Federal/State funding sources for County programs.

Oversees property and casualty management including the reconciliation of all assets for capital and other financial reporting.

Participates in monthly Department Head meetings.

In the absence of the County Administrator, the Budget Director will report to the Deputy County

Administrator.

Education and Experience:

Qualified candidates will preferably have an understanding of government financial management, County budgeting, grants administration, capital planning, and Tyler Munis software. Must have a minimum of five (5) years of government financial management and at least a two-year degree in a related field.

A strong organizational ability and self-directed drive to complete tasks and projects is required. The successful candidate must be a positive credible professional who is also an effective problem solver with strong communication skills, accurate and attentive to detail, able to handle multiple priorities with deadlines, experience partnering with department heads on human resources initiatives, and have intermediate knowledge of Windows, Quick Books, and Microsoft Office 365 (Word, Excel, and PowerPoint). Ability to work in a hands-on environment is essential.

Special Requirements: None required.

Knowledge, Abilities and Skill:

Knowledge: Knowledge and understanding of the County's mission, purpose, goals and the role of the employees in achieving them, the County's operation, and knowledge regarding the common policies, practices and procedures of all county department operations; laws and regulations pertinent to county operations; finance and budget administration; and overall human resources management;

Abilities: Ability to effectively and efficiently direct the County's budget and maintain effective working relationships with county officials, department heads, and other personnel; resolve problems or conflicts; perform multiple tasks under tight deadlines; maintain confidential information.

Must be capable of in-depth analysis of problems based on professional knowledge, but more importantly, logic and reason. Must be capable of understanding long term ramifications of actions taken, and how they will affect the operation as a whole.

Must be capable of inventing solutions to unique financial problems and not necessarily rely on solutions furnished by other individuals or institutions.

Skills: Outstanding interpersonal skills, presentation skills, oral and written communication skills, negotiation skills, management skills, and attention to detail required.

Physical and Mental Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the positions essential functions.

Physical Demands: Limited physical demands are required to perform the work. Work effort principally involves sitting to perform work tasks, with intermittent periods of stooping, walking, and standing. There may be occasional lifting of objects such as books, office equipment and computer paper (up to 30 lbs.).

Motor Skills: Duties are largely mental rather than physical, but the job may occasionally require

minimal motor skills for activities such as moving objects, operating a telephone system, computer and/or most other office equipment, typing and/or word processing.

Visual Demands: Visual demands include constantly reading documents for general understanding and for analytical purposes.

ACKNOWLEDGEMENT

I, _____, hereby acknowledge and understand the job description as described herein and affix my signature to attest to that understanding on this _____ day of _____, _____.

Signature

Date

Signature of Deputy County Administrator;
Witness; or
County Administrator

Date