

BUDGET DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS:

This is an administrative and management position involving responsibility for the formulation of major financial and fiscal policies of the County. In the execution of this responsibility, an incumbent of this position necessarily plays an important role in general policy formulation for the County and in review and recommendation on proposed policy and organization changes in County departments. This position is responsible for the preparation, implementation and administration of the operating budget of the County. Work is performed under the general direction of the County Executive. This position calls for a high degree of leadership and the ability to coordinate and integrate activities into a unified plan. Responsibilities include interacting with the County Legislature and its committees to present and justify budget recommendations of the County Executive. Supervision is exercised over the work of professional and clerical staff.

TYPICAL WORK ACTIVITIES:

1. Consolidates budget requests and presents to the County Executive for consideration;
2. Reviews and approves all work programs, reviews all activities and recommends budgets covering all County departments, divisions, bureaus, boards, districts, commissions, and contract agencies;
3. Conducts hearings on all County budget requests;
4. Administers budgetary control by authorizing allocations and transfers of budget items;
5. Meets with the County Legislature to explain and advise on all matters concerning the proposed budgets and resolutions and on other matters before it for consideration;
6. Provides advice, guidance and recommendations with regard to fiscal impact of projected policy and program developments;
7. Keeps the County Executive and the County Legislature's various committees apprised of the financial status of the County;
8. Participates as staff to the Capital Projects Committee, and other committees created by the County Executive and/or County Legislature;
9. Conducts studies or reviews and acts upon studies of departmental organization and program;
10. Provides advice, guidance, and recommendations on County employee pay scale and/or other compensation features;
11. Serves as member of labor negotiation team;
12. Does related work as required.

BUDGET DIRECTOR (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of modern public budgeting and finance; thorough knowledge of the principles of public administration; good knowledge of the organization and operation of County departments; good knowledge of modern economic principles; good knowledge of the principles and practices of supervision; familiarity with New York State and local finance laws; ability to analyze significant trends in operations from detailed records and factual materials and draw logical conclusions; ability to communicate and deal effectively both orally and in writing; ability to prepare complex financial and narrative reports; ability to direct the work of others; initiative; resourcefulness; good judgement; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: *(Recommended Only)

- EITHER: (A) Graduation from a recognized college or university with a Bachelor's Degree in business or public administration, political science, economics or accounting and six (6) years' experience in budgetary and financial control or administrative management activities including supervisory or executive responsibility;
- OR: (B) Completion of a Master's Degree Program in one of the above and four (4) years experience as above;
- OR: (C) A satisfactory equivalent combination of training and experience.

NOTE:

*Since this position is in the exempt jurisdictional class, the above training and experience is recommended ONLY. It is not a mandatory requirement.

The Budget Director is appointed by and for the term of the County Executive, and may be removed in the same manner as other department heads.

BS0101

ADOPTED: 10/30/73

REVISED: 05/04/88 02/10/92