

Jurisdiction: Oneida County
Jurisdictional Class: Exempt
Revised: 04/26/02

DIRECTOR OF BUDGET

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility to the County Executive for the development and administration of the annual budget. Considerable judgement and technical knowledge is required in order to provide a budget program that is consistent with approved program objectives, and that will meet the needs of all operating offices and at the same time avoid unessential expenditures. The incumbent has wide latitude and discretion in devising and modifying budget procedures and processes, and presenting them to the County Executive for approval. Supervision is exercised over subordinate personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Interprets Federal and State regulations as they apply to budgeting;
Plans, organizes and directs the preparation of the County's annual Operating budget, Capital Budget, and 6-Year Capital Plan for review of the County Executive;
Develops procedures and recommends policies for the County budgeting process;
Designs or reviews and approves County budget forms;
Participates in the presentation of the annual budget to the County Legislators;
Administers budget during the course of the fiscal year;
Informs County Executive and Department Heads as to rate of spending and arranges transfers of funds, as necessary;
Reviews budget operations and fiscal processes, and makes recommendations for improvement;
Estimates revenues and rates of collection;
Provides continuous monitoring of the annual budget of all funds and administrative units;
Maintains necessary records and statistical reports for budget development;
Participates in labor contract negotiations with the County's bargaining units as a representative of the County Executive;
Reviews the proposed annual operating budget for Mohawk Valley Community College and submits a report with recommendations to the County Executive;
Provides staff assistance, as needed and requested by the County Executive;
Assigns duties and responsibilities of staff assigned to the budget office.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Comprehensive knowledge of the principles of public budgeting and of the techniques used in the field; comprehensive knowledge of cost accounting principles and practices; comprehensive knowledge of budgetary procedures and record keeping practices; thorough knowledge of the principles of public administration with an emphasis on public budgeting; ability to establish and maintain effective working relationships with Oneida County Legislators, department heads and employees, representatives of the press and the general public; demonstrated ability to administer a modern budget development and execution program on a County-wide basis; ability to gather pertinent facts, make thorough analyses, and arrive at sound conclusions; ability to prepare clear comprehensive reports and involved fiscal statements; initiative and resourcefulness in dealing with budgetary problems.

MINIMUM QUALIFICATIONS: Appointed on the basis of administrative experience, and other such qualifications, as the County Executive may determine appropriate.