



CLASS SPECIFICATION

Class Code: 9328
Date Est: 03/1980
Last Rev: 10/2017
Last Title Chg: 01/1999
FLSA: Exempt
Probation: 12 months

BUDGET MANAGER

DEFINITION

Under direction of the Assistant County Manager—Finance and Administration, recommends, coordinates and implements the County budget and budget related policies and protocols; supervises management, productivity and efficiency studies, and staff responsible for administering the County budget; performs related duties as required.

EXPERIENCE AND TRAINING REQUIREMENTS

A bachelor's degree from an accredited college or university in public administration, business administration, economics or closely related field AND five years of experience in budget administration and financial management for a public agency; OR an equivalent combination of related education and experience.

LICENSE OR CERTIFICATE

A valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Exercises direct supervision over professional staff.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plan, recommend, implement and evaluate countywide budget and budget related policies, methods and procedures and recommend appropriate modifications to ensure effectiveness.

Plan, coordinate and supervise the work of staff to ensure quality of service to county departments, uniform application of policies, timely completion of assignments and compliance with State statutes and County policies.

Supervise management, efficiency and productivity studies.

Monitor County finances, make recommendations for corrective action and submit status reports to the Assistant County Manager and the Board of County Commissioners regarding the financial status of the County, potential financial problems, forecasts of future income and indebtedness, financial impacts of existing regulations and proposed legislation, and potential impact of County plans.

Plan and administer short and long term financing agreements, develop the schedule of payments for debt service and coordinate with the Comptroller to ensure timeliness of payments and the maintenance of appropriate fund levels.

Administer and coordinate bond issues, bond refinancing, capital improvement projects and infrastructure financing, and various aspects of cash requirements.

Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures by assessing workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and recommend the implementation of changes.

Supervise staff including training, scheduling, work assignments, work review, performance appraisal, discipline, coaching and development; direct and administer staff in determining annual goals and objectives and monitoring progress in meeting established goals.

Oversee, direct and coordinate the development and maintenance of financial databases to provide fiscal information and develop fiscal control.

Prepare divisional budget recommendations and monitor expenditure control during the fiscal year.

Ensure that assigned personnel perform duties and responsibilities in a safe and prudent manner that does not expose them or others to unnecessary harm or risk of on-the-job injury.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and/or needed to perform the work assigned.)*

Knowledge of:

Washoe County budget, finance policies and procedures.

Departmental practices and procedures.

County operations and their fiscal impact.

Nevada Statutes that impact County operations.

Ability to:

Respond to and deal effectively with the media.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation procedures.)*

Knowledge of:

Principles of management and organizational theory.

Principles and practices of strategic financial management; including budgeting, cost/benefit analysis, forecasting revenues and fiscal impact of programs.

Principles and practices of governmental accounting and reporting.

Principles of public administration and governmental operations.

Principles and practices of supervision and training.

Skill to:

Operate a computer and computer software utilized for accounting and budgeting purposes.

Ability to:

Supervise, train and evaluate staff.

Communicate effectively both orally and in writing.

Interpret and analyze policies, procedures, regulations and laws.

Make effective presentations.

Analyze data and make appropriate recommendations.

Establish and maintain effective working relationships with appointed department heads, elected officials and departmental staff.

SPECIAL REQUIREMENTS *(Essential duties require the following physical abilities and work environment.)*

Ability to work in a professional office environment. Ability to operate standard office equipment including computers, telephones, calculators, copiers and fax machines.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.