

MANAGEMENT & BUDGET MANAGER

Job Code	Pay Grade
02352	SM4a

Nature of Work

This is professional financial and accounting work involving customer focused development, preparation, implementation, and execution of county-wide and special district budgets, for all fund entities of Pinellas County. An employee in this classification is responsible for ensuring compliance with Chapter 129, F.S., for control of county finances, and other statutory provisions, for timely preparation and execution of legally adopted county budgets. Work entails advising county agencies and departments of legal and budgetary policy requirements, as well as ensuring proper budgetary processes for supplements, amendments and other changes. Supervisory responsibility is exercised over subordinate personnel. Work is performed under the general supervision of the Bureau Director, Management/Budget.

Minimum Qualification Requirements

- 8 years of professional senior management level budget and finance experience with a large commercial or governmental entity that includes 1 year of experience supervising professional staff responsible for budget operations; or
- Bachelor's degree in business administration, finance, or a related field and 4 years experience as described above; or
- An equivalent combination of education, training, and/or experience.

Appointing Authority May Also Require

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other highly desirable knowledge, skills, abilities, and credentials relevant to a position.

Illustrative Tasks (These are examples and are not all inclusive.)

- Serves as the primary contact for department and agency directors providing a complex range of customer focused financial services designed to meet operations' requirements.
- Manages a staff of financial professional and technical staff ensuring high quality financial services' mission support is delivered to designated departments or divisions in an efficient and effective manner.
- Prepares and publishes annual budget, technical instructions which include timetables as provided by law, development of required forms, and explanations of the budgetary process.
- Prepares publications and notices for Board of County Commission hearings.
- Ensures budgetary compliance with the Governmental Accounting, Auditing and Financial Reporting procedures, as they apply to all relevant laws, rules and regulations.
- Prepares official annual county, preliminary, tentative, and final budgets; estimates revenues for fixed-dollar budgeting; compiles and reviews budget appropriation requests for statutory compliance; calculates reserve requirements for appropriations.
- Coordinates preparation with the County Attorney of legal documents necessary to budget adoption process.
- Monitors and verifies budgetary revenues, balances, expenditures, and reserves for sufficiency and propriety of funding, compliance with control of expenditures by fund entity, and departmental major object coding.
- Assists in designating budgeted and actual reserved and restricted funds not otherwise available for annual appropriation, review and evaluation of interim financial statements for budgetary comparisons to ensure appropriations are lawful.
- Assists with analysis of year-end, annual financial statements to ensure adherence to State budgetary laws, rules and regulations and conformity to accepted accounting principles.
- Serves as department head in the absence of the director.
- Evaluates work of personnel assigned to the budget process.
- Performs related work as assigned or required.

MANAGEMENT & BUDGET MANAGER (continued)

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Knowledge, Skills, and Abilities

- Knowledge of principles and procedures of general and governmental accounting, auditing, and financial reporting methods and techniques.
- Knowledge of state laws, rules and regulations relevant to governmental budgeting.
- Skill to translate budgetary principles, policies and practices.
- Ability to administer a coordinated system of budgetary reporting and compliance.
- Ability to plan, assign, supervise, and evaluate the work of subordinate personnel; establish and maintain effective working relationships with several Constitutional Officials, the departments under the County Administrator, and county employees.
- Ability to apply computer applications and software to operate a personal computer research, analyze, manage budget/performance activities, prepare presentations/reports/papers as well as to enter and retrieve information, monitor work performed, and to communicate information.

For official use only

Revised	EEOC Code	Overtime Code
6/13	Officials & Managers	Exempt