

## BUREAU DIRECTOR, MANAGEMENT/BUDGET

Job Code	Pay Grade
02398	SM1

### Nature of Work

This is highly responsible professional work directing the various functions of the Office of Management and Budget. An employee in this position oversees budget design subject to the requirements of the State Comptroller and the Auditor General. This position will report to an Assistant County Administrator and will be responsible for coordinating the budgetary functions which are under the authority of the County Administrator, with the fiscal accountability and budgetary functions exercised by the Clerk of the Circuit Court pursuant to Florida Statutes. This position plans, directs and supervises the work of the professional staff and administrative support personnel engaged in the activities of budget research, performance evaluation and management improvement operations. The employee in this position must exercise considerable independent judgment in carrying out the duties and responsibilities.

### Minimum Qualification Requirements

- 8 years of professional experience in budgeting/management of major public or private sector financial operations and programs including 1 year as a supervisor or manager in the public sector; or
- Associate's degree in business administration, economics, public administration or a related field and 6 years experience as described above; or
- Bachelor's degree in business administration, economics, public administration or a related field and 4 years experience as described above; or
- Master's degree and 2 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.)

- Develops, implements, and administers operating and capital budgets.
- Serves as arbiter between competing departments in allocation of scarce resources.
- Directs, supervises, and participates in all work related to long and short-term budget planning under the Board of County Commissioners.
- Directs debt management such as new and refunding bond issues, escrow restructuring, etc.
- Coordinates and interacts with financial advisors and bond/disclosure counsel.
- Directs, supervises, and participates in all activities aimed at transforming the budget document into a more meaningful management administrative tool for use in analyzing, evaluating, and improving the effectiveness of resource allocation.
- Directs, supervises and participates in the establishment and operation of a program for formally reviewing monthly performance statistics and operating costs, at the department director level.
- Participates in the development, improvement, and maintenance of goals and objectives for each county department to permit the Administrator, the Board members, department heads, and the public to better understand and evaluate county operating performance.
- Coordinates initiatives such as performance measurement, debt management, competitive government and special projects for the County Administrator.

**BUREAU DIRECTOR, MANAGEMENT/BUDGET (continued)**

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**Illustrative Tasks (continued)**

- Coordinates and participates in the management improvement function to provide other department directors and the County Administrator with the means to reduce and control operating cost in a manner consistent with the level of services to be provided by the policy direction of the Board.
- Coordinates and participates in a formalized method improvement program to encourage and guide county administrative personnel in a systematic evaluation of operations under their immediate authority to improve resource utilization and cost controls.
- Performs related work as assigned or required.

**Knowledge, Skills, and Abilities**

- Knowledge of budgeting practices and procedures and the ability to apply such knowledge as required.
- Knowledge of professional public administration management techniques.
- Knowledge of government budget requirements to be able to coordinate budget activities with the county accounting department under the authority of the Clerk of the Circuit Court.
- Knowledge of the analytical skills necessary to develop meaningful evaluation and control methodology.
- Knowledge of management improvement skills and techniques.
- Ability to apply computer applications and software.
- Ability to prepare complex management performance reports.
- Ability to establish and manage functions related to formalized operations analysis, methods improvement and cost reduction activities.
- Ability to plan, direct, and supervise the work of subordinate employees.
- Ability to establish and maintain effective working relationships with several Constitutional Officials, the departments under the County Administrator, and county employees in general.

For official use only

Revised	EEOC Code	Overtime Code
10/09	Officials & Managers	Exempt