

ASSISTANT BUDGET DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates fully in recommending and interpreting major financial and fiscal policy for Westchester County within the assigned area(s) of responsibility. Responsibilities center on complex quantitative analyses, working directly with the Budget director dealing with matters that are highly confidential and sensitive in manner. Focus areas may involve providing direction and guidance over county-wide debt management; capital budget management; directing professional personnel supporting department heads and their representatives in the approval of their operating budgets and expenditures; or providing oversight of county-wide non-general operating budgets. Work is performed with a good deal of independence of action and where the exercise of independent judgment within established policy is a prime factor subject to final approval by the Budget Director. Must be willing to work extended work hours during the Budget preparation season, the year-end close, and the review and approval period for the New York State Budget. Supervision may be exercised over the professional and clerical staff in the Budget Office. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists in the administration, planning and organization of the Budget Office in the preparation and development of policies and procedures for budgets and forecasts;

Interfaces with the Department of Finance regarding debt issues, accrual and receivable estimates, inter-fund expenditures and revenues, and County policies of issue to both departments;

Develops the County-wide fund and department level budgets for debt service and advises departments of their upcoming debt service obligations to be included in their annual appropriation requests;

Supervises and personally performs more complex analyses of departmental budget requests raising specific questions for consideration;

Participates in budget hearings with the Board of Legislators and various citizen advocacy groups;

Prepares a variety of other analyses, reports and comparisons and in the assembling of the annual budget as required;

Establishes and implements a system of control procedures over trust budgets to monitor expenses and ensure that requests for reimbursement are submitted and recouped in an efficient and timely manner;

Confers with department heads and administrative personnel and investigates records and requests regarding trust allocations, additional appropriations, allocation changes, appropriation changes and makes recommendations in regard to same;

Prepares reports based on studies of the organization and operations of County departments which include office layout, space utilization, allocation of telephone equipment, personnel requirements, methods and procedures;

EXAMPLES OF WORK: (Cont'd):

Functions as the administrator of the County's budgeting application and database, working closely with the Department of Information Technology and associated vendors, as necessary;

Studies departmental budget requests and interprets Budget Office policies, practices and procedures as required, making appropriate recommendations thereon;

Undertakes research and studies for the improvement of administrative procedures and for the solution of other management problems throughout the County service;

Forecasts revenues, expenditures and work loads for specific periods of time; and consolidates information for the Budget Director;

Represents the department as directed, at meetings and in an official capacity with County departments, County administration, Board of Legislators, related state/federal agencies, professional organizations, citizen advocacy groups etc.;

Represents the Budget Director or Deputy Budget Director as directed;

Uses computer applications or other automated systems such as spreadsheets word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the principles of public administration, public budgeting, administrative management; thorough knowledge of Westchester County organization and operation, and of its budgetary procedures and practices; ability to comprehend and prepare statistical and other data for presentation to others; ability to analyze significant trends in operations from detailed records and factual materials; ability to conduct organizational and operational evaluation studies and make appropriate determination; ability to get along with others and maintain effective working relationships; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software in performing work assignments; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; sound professional judgment; integrity; accuracy; thoroughness; initiative; tact; diplomacy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in Business or Public Administration, Political Science, Accounting, Economics or closely related field and either (a) a Master's Degree* in one of the above mentioned fields and six years professional experience in organization and methods analysis or governmental budgeting; or (b) seven years of experience as indicated in (a); or (c) a satisfactory combination of the foregoing training and experience.

NOTE: An equivalent amount of paid or unpaid experience in an approved Public Administration Intern Program may be substituted for the above stated experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

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Job Class Code: E0123
Job Group: XV