

ASSISTANT BUDGET DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates in the management and supervision of the Budget Office having an active role in recommending and interpreting major financial and fiscal policy for Westchester County within the area of responsibility. This involves directing a staff of professional Budget Analysts, working closely with department heads and their representatives in the approval of their operating budgets and expenditures, and securing Executive and Legislative approvals. 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. A staff relationship is exercised with department heads and/or their managerial/administrative staff in various County departments. Supervision is exercised over the professional and clerical staff in the Budget Office. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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

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

Supervises preparation of detailed salary analysis of departmental budget requests and the final recommendations of the Budget Director;

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;

Confers with department heads and administrative personnel and investigates records and requests regarding allocations, additional appropriations, allocation changes, appropriation changes, transfers of funds, overtime approvals, promotions and special rates, 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;

Confers with representatives of private concerns on procedures, equipment, personnel requirements and makes reports on new machine installations in the County departments;

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;

EXAMPLES OF WORK: (Cont'd):

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.

REQUIRED 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 or Economics 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) a Master's Degree* in municipal planning which included course work in public administration or budgeting and six years of experience as specified in (a); or (c) seven years experience as indicated in (a); or (d) 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