

ASSOCIATE DIRECTOR OF FISCAL SERVICES (BOL)

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Chairman of the Board of Legislators, the incumbent of this class is responsible for participating in the development, execution and review all of Westchester County Government's fiscal matters and functioning as the chief fiscal advisor to the Board of Legislators regarding the county-wide fiscal matters considered by the Board. Responsibilities involve, but are not limited to reviewing and providing advice on departmental requests for funding, contracts, county budget development, oversight and management. The incumbent is also responsible for representing the Chairman of the Board of Legislators as assigned. Extensive contacts are established and maintained with the County Executive's Office, Budget Office, Board of Acquisitions and Contract, Law Department and all other county departments. Supervision is exercised over professional and clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Oversees and participates in the review and analysis of departmental requests for funding and services in County Government;

Performs in-depth weekly review of all resolutions presented to the Board of Acquisition and Contract;

Monitors various other contracts for the Chairman of the Board. Supervises Program Specialists who assist in reviewing and analyzing the weekly resolutions that are presented to the Board of Acquisition and Contract for approval;

Assists in the preparation and execution of the county budget; reviews and monitors, on an on-going basis, the County's Operating Budget, Capital Budget, Special District Budget and Community College Budget;

Meets with all County Departments regarding their Budget submissions;

Oversees Board staff in their review of their assigned departmental budgets during the Board's annual Budget deliberations;

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

Participates in all Budget hearings;

Confers with department heads and administrative personnel and investigates requests regarding allocations, additional appropriations, allocation changes, appropriation changes, transfers of funds and makes recommendation to the Board;

Reviews all legislation coming before the Budget and Appropriations Committee and makes recommendations to the Committee regarding the fiscal impact of same;

Works closely with the County's auditors through out the year to monitor the County's financial status;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Represents the Chairman of the Board of Legislators at all meetings of the County's Industrial Development Agency reviewing all IDA agenda items to determine the fiscal impact on the County;

Represents Chairman of the Board of Legislators at all meetings of the Deferred Compensation Committee analyzing all matters coming before this committee to provide the maximum security possible for employee investments;

Reviews and analyzes the Budget Department's Quarterly Projections of the County's current Budget;

Represents the Board of Legislators at meetings with other governments, business firms, etc.;

Responds to request from the 17 members of the Board of Legislators for information, review and analysis on various county projects;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of modern public sector accounting, budgeting and auditing principles and practice; comprehensive knowledge of financial accounting, cost accounting, and budgetary procedures; comprehensive knowledge of financial management and cost control theory and practices; thorough knowledge of automated financial systems designs and techniques; thorough knowledge of office procedures and practices; good knowledge of applicable Federal, State and local laws and regulations; skill in the use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to plan and direct the work of a substantial number of professional and clerical employees; ability to monitor complex financial systems in an automated environments; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships; discretion; tact; physical condition commensurate with the demands of the position.

SUGGESTED TRAINING AND EXPERIENCE: Bachelor's Degree* and either (a) a Master's Degree* in Accounting, Finance, Public or Business Administration or a related field and six years of supervisory level fiscal management experience; or (b) seven years experience as described in (a) above, or (c) an equivalent combination of training and experience as defined by the limits of (a) and (b) above.

*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.