

## BUDGET DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the County Executive, an incumbent of this class is responsible for formulation of all budgetary policies of the County, including allocation and expenditure of funds. In the execution of this responsibility, an incumbent necessarily plays an important role in general policy formulation for the County and in review and recommendation on proposed policy and organization changes in several departments. In addition to the powers and duties prescribed by charter, the incumbent performs such other duties as the Board of Legislators, local law, act, or resolution, or the County Executive, or the Committee on Budget and Appropriations shall require, including the County's Risk Management Program and Self Insurance Fund. Appointment to this position by the County Executive is for a term that coincides with the term of the County Executive. The Budget Director is a member of the County Cabinet and the County Executive's Advisory Group. Acts as advisor to the Committee on Budget and Appropriations. Direct and indirect supervision is exercised over a number of professional and clerical employees. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Plans, structures and directs the budget and risk management organization units to implement and administer the various programs, policies and procedures of the department;

Selects, develops, motivates and appraises performance of key subordinate staff to assure current organization effectiveness and continuity to meet future operations needs; Participates with the County Executive, Commissioner of Finance, and Board of Legislators to develop short and long-range financial plans, alternative strategies, and fiscal policy for the County;

Prepares annual county budget including Capital Budget, authorizes and approves the allocation of budgeted funds and personnel staffing compliments for all County operating units, and monitors expenditures versus approved budgets, to ensure the integrity and control of County budgets;

Initiates and/or directs the conduct of various internal studies relating to organization, administration, systems and space allocation to enhance County operating effectiveness;

Informs the County Executive, and the various committees of the Board of Legislators of the financial condition of the County;

Participates as a member of standing and hoc committees, such as the Committee on Budget and Appropriations, Deferred Compensation Board, the Charter Review Commission, etc. and provides advice, guidance and recommendations regarding fiscal impact of proposals;

Initiates and conducts a wide variety of management studies relating to operating policy and practice, organization, staffing, and fiscal controls, in order to make authoritative recommendations and proposals to the County Executive to ensure the ongoing cost effectiveness of County operations;

EXAMPLES OF WORK: (con't)

Participates in the formulation and implementation of County fiscal and operating strategy and policy;

Provides ongoing counsel to the County Executive and Board of Legislators with regard to the fiscal effect of policy and programs, and the overall financial status of the County and its operations;

Reviews and recommends operating and capital budgets for all County departments, bureaus, boards, districts, commissions and agencies and exercises authority over the expenditure or impounding of budgeted funds to ensure the fiscal stability of the County;

Maintains a close working relationship with the banking community, the State controller's office, and with various private sector organizations to coordinate County fiscal affairs generally, plan and timing of bond issues, and promote public/private sector cooperation and joint ventures, and with the Commissioner of Finance, oversees the investments of the County's Self Insurance Fund.

SUGGESTED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of the principles and practices of modern public budgeting and finance; thorough knowledge of the principles of public administration and administrative management; familiarity with New York State local finance laws and modern economic and commodity market principles; ability to analyze significant trends in operations from detailed records and factual materials; ability to direct the work of others; initiative; resourcefulness; good judgment; integrity; physical condition commensurate with the demands of the position.

DESIRABLE TRAINING AND EXPERIENCE: Either (a) a Bachelor's Degree\* in business or public administration, political science, economics or related field and ten years experience in budgetary and financial control or administrative management activities including supervisory or executive responsibility; or (b) a Master's Degree\* in one of the above fields and nine years experience as stated in (a); or (c) a satisfactory equivalent combination of the training and experience.

NOTE: The Budget Director is appointed by and for the term of the County Executive, and may be removed in the same manner as other department heads, except that removal requires concurrence of a two thirds vote of all members of the Board of Legislators.

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