

BUDGET SPECIALIST II

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates in planning, designing, coordinating and maintaining budgetary activities and systems in a County department in accordance with County administrative policies and accepted practices within the field. This is the journeyman level of the Budget Specialist series and is distinguished from Budget Specialist III by the scope and degree of responsibility, and complexity of assignments. Supervision may be exercised over a small number of subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Consults with managers in the department to define budgetary goals and objectives as established by the Commissioner or Department Head;

Participates in the preparation, development and monitoring of the departmental annual budget, including operational, capital and grant funds;

Maintains liaison and consults with assigned Budget Analyst in the Budget Office to discuss departmental budgeting procedures, fund balances and the allocation of monies in departmental accounts;

Analyzes departmental expenditures and prepares reports thereon to provide accurate budget forecasts and to identify financial problems or issues to be addressed by superiors;

Conducts analytical reviews of variance between actual and budgeted expenditures; reports findings to superiors;

Collects statistical and financial data using established methods and procedures for the preparation of reports to keep management abreast of departmental operations and impact on budgeted funds;

Assists in the preparation of reports for compliance with mandated financial and budgetary requirements set forth by the State and/or the Federal government;

Prepares cost analyses of projects or studies undertaken by the department to ensure adequate funding and appropriate allocation of resources;

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

Compiles and maintains records of the County's automated accounting system accounts to verify departmental expenditures;

Reviews claims and prepares departmental authorization forms for payment;

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

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive);

Attends meetings and conferences as assigned;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principles of public administration, municipal budgeting, and administrative management; good knowledge of the practices and procedures associated with budget forecasting; knowledge of organizational and operational methods and procedures; knowledge of statistical methods and techniques; ability to evaluate organizational and operational methods and propose realistic solutions; ability to comprehend and prepare statistical and other data for presentation to others; ability to supervise the work of subordinates; ability to establish and maintain effective working relationships; ability to effectively use automated systems such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; integrity; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) a Bachelor's Degree* in Business or Public Administration, Finance, Accounting or a closely related field and one year of experience where the primary function of the position was budgeting, financial auditing, financial planning or accounting; or (b) a Bachelor's Degree* and two years of experience as stated in (a).

SUBSTITUTIONS: 30 credits towards a Master's Degree* in Business or Public Administration, Finance, Accounting or a closely related field may be substituted on a year for year basis for each year of the required experience.

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

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Job Class Code: C2708
Job Group: X