

BUDGET SPECIALIST III

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class works with Commissioners and/or higher-level managerial personnel in planning, designing, coordinating and maintaining budgetary activities and systems in a County department in accordance with County administrative policies and procedures and accepted practices within the field. This is the senior level of the Budget Specialist series and is distinguished from Budget Specialist II by the scope and degree of responsibility, complexity of assignments, and degree of participation in departmental operations. Supervision is exercised over subordinate personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assists Commissioners, Department Heads and/or Deputy Commissioners in defining budgetary goals and objectives by analyzing existing departmental operations and providing recommendations based on findings;

Participates in and/or prepares, develops and monitors the departmental annual budget, including operational, capital and grant funds;

Maintains extensive liaison and contact with the Budget Office to discuss departmental operations, including budgeting procedures, fund balances and the allocation of monies in departmental accounts;

Analyzes departmental revenues and expenditures and prepares reports thereon to provide management with budget forecasts and recommendations on operating problems;

Conducts analytical reviews of variances between actual and budgeted expenditures and provides superiors with information to make informed decisions;

Keeps management abreast of departmental operations and the possible budgetary impact of projects or studies by researching statistical and financial data;

Prepares reports for compliance with mandated financial and budgetary requirements set forth by the State and/or the Federal government;

Ensures the compilation and maintenance of records of the County's automated accounting system to verify departmental expenditures and for use in future analyses;

Analyzes departmental operations to determine purpose, applicable laws and directives, programs, organization, and type of funds involved to enable the most cost effective utilization of resources;

Reviews and/or authorizes departmental claims for payment;

Attends meetings and conferences on behalf of the Commissioner and/or Department Head;

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

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

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

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of the principles of public administration, municipal budgeting, and administrative management; thorough knowledge of the practices and procedures associated with budget forecasting; good knowledge of organizational and operational methods and procedures; good knowledge of statistical methods and techniques; ability to evaluate organizational and operational methods and propose realistic solutions; knowledge of computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; ability to comprehend and prepare statistical and other data for presentation to others; ability to plan, coordinate and supervise the work of subordinates; ability to establish and maintain effective working relationships; 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 three years of experience where the primary function of the position was budgeting, financial auditing, financial planning or accounting; or (b) a Bachelor's Degree* and four years of experience as stated in (a).

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

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