

DEPUTY DIRECTOR OF FISCAL AFFAIRS-BOL

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of the Director of Fiscal Affairs-BOL, the incumbent of this class is responsible for assisting in the development, execution and review all of Westchester County Government's fiscal matters and participates in advising members of the Board of Legislators on departmental requests for funding, contracts, county budget development, oversight and management, and acting on behalf of the Director of Fiscal Affairs-BOL in his/her absence. 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)

Supervises the review and analysis of departmental requests for funding and services in County government by directing subordinate staff in the analysis of departmental requests that come before the Board; performs more complex financial analyses of requests raising specific issues or concerns ;

Supervises and participates in the performance of an in-depth weekly review of all resolutions presented to the Board of Acquisition and Contract;

Assists in monitoring various other contracts for the Chairman of the Board, as well as in supervising Board staff that participate in the review and analysis of weekly resolutions presented to the Board of Acquisition and Contract for approval;

Participates 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;

Works with the Director-Fiscal Operations-BOL to oversee subordinate Board staff in their review of their assigned departmental budgets during the Board's annual Budget deliberations; ensures consistency in the implementation of policies and procedures across County departments;

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;

Assists in the review of all legislation coming before the Budget and Appropriations Committee to provide 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.)

Participates in the review of the County's Industrial Development Agency agenda items to assist the Director-Fiscal Affairs-BOL in representing the Chairman of the Board at all meetings of this agency;

Assists in the analysis of all fiscal matters coming before the Deferred Compensation Committee to provide the maximum security possible for employee investments;

Participates in the review and analysis of the Budget Department's Quarterly Projections of the County's current Budget;

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 four years of supervisory level fiscal management experience; or (b) five 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.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating 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.

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J. C.: Unclassified
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Job Group: B11