

## SUPERVISOR-BUDGET CONTROL

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for several components of the administrative processes involved in the capital budget process and participation in the development and implementation of the County Capital Budget. Additionally, the incumbent is responsible for the coordination and supervision of several Budget Clerks in the maintenance, operation and control of the centralized county-wide automated budget system, and the incumbent acts as the primary liaison with the Department of Information Technology. The incumbent also provides departmental personnel with training and support in system operations and administrative procedures. Supervision is exercised over lower level support staff. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Participates in Capital Work Group Meetings, where all active and planned capital projects are reviewed, plans for funding and phasing allocations of projects are determined, and problem areas during development and construction that may require additional or revised funding are identified;

Makes recommendations and provides guidance to the Capital Work Group as well as to County Departments;

Reviews resolutions from the Board of Acquisition and Contract and supporting documentation for legislations before submission to the Board of Legislatures;

Establishes controlling expenditure and revenue budgets for capital projects in the Advantage Finance system that reflects sources of financing such as bonds, cash, Federal or State Aid, and indicates the allocation for various project phases;

Creates and approves entries for the expenditure phases of Capital projects e.g. design, construction, that are needed to correctly allocate a total project budget;

Creates and approves entries for Capital budget amendments approved by the Board of Legislators;

Acts as liaison to the Departments of Finance, and Information Technology, and to financial system consultants to design data query structures needed for online look ups, including making recommendations on appropriate data for inclusion and document workflow;

Supervises departmental support staff in the review and entry of departmental budget requests, as well as in entering updates to the Finance and Human Resources systems;

Acts as liaison to Finance department by monitoring departmental security access to Capital Budget data and tables;

Assists the Associate Budget Director in reviewing all Acquisition and Contract resolutions charged to a capital project to verify correct coding, availability of funds in the proper project phase and consistency with legislative intent;

EXAMPLES OF WORK: (Cont'd)

Compiles information regarding previous legislation concerning a project and its budget status for use in the FACT sheet, which summarizes previous legislation concerning a project and provides the project description and budget status for use by the Board of Legislators in their decision-making process;

Reviews Fiscal Impact Statements prepared by the Finance Department to accompany Capital project legislation for completeness, and identifies areas for the Associate Budget Director to follow up;

Assists the Associate Budget Director in verifying figures and project descriptions to ensure consistency with the Capital Projects Committee report;

Prepares supporting schedules in spreadsheet format for inclusion in the annual Budget Book;

Assists in proofreading proposed budget documents and in assembling the annual Budget Book prior to final print submission;

Assists in the development of schedules of long-term debt impact on the annual operating budget and supervises retrieval of underlying spreadsheet data;

Advises personnel involved with Capital projects on the proper procedures for preparing requisitions, encumbrances and claims;

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

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND ATTRIBUTES: Thorough knowledge of the public budget process including the allocation of funds, particularly as it relates to the Capital budget process, and its financing; good knowledge and understanding of the financial coding for capital projects and legislative intent of bond acts; good knowledge of automated information systems; good knowledge of modern office procedures and methods used in financial record keeping; ability to organize data and compile reports from various sources to meet management needs; ability to make accurate computations; ability to communicate effectively both orally and in writing; ability to establish and maintain effective working relationships with all levels of management, administrative, and clerical staff; ability to supervise and coordinate the work of others; ability to understand complex written and oral instructions, and carry out assignments independently; thoroughness; accuracy, dependability; resourcefulness; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and five years of experience which must have included financial computations, record keeping and auditing or financial projections, within an automated accounting system, two of which must have been for capital budget projects in a large public budget (in excess of \$100 million).

SUBSTITUTION: Satisfactory completion of 30 credits\* may be substituted on a year for year basis for up to three years of the above stated general experience. No substitution is allowed for the two years of specialized experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level in the minimum qualification 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 Department of Education as a post-secondary, degree-granting institution.