



Westchester County Board of Legislators

DIRECTOR OF BUDGETARY AFFAIRS - BOARD OF LEGISLATORS

Westchester County's Board of Legislators is currently searching for a **Director of Budgetary Affairs** to act as the chief budget advisor to the Board of Legislators regarding the county-wide budget matters considered by the Board. The successful candidate will participate in the development, execution and review of County Government's budget matters. The incumbent will review and provide advice on departmental requests for funding, contracts and county budget development, oversight and management. The incumbent is also responsible for representing the Chairman of the Board of Legislators as assigned.

The Westchester County Board of Legislators is the legislative, policy-making branch of county government that has been in operation, in one form or another, for over 300 years. It is to Westchester what the US Congress is to the United States. The powers of the County Board of Legislators are enumerated in the County's charter. A key power of the Board concerns finances: appropriating funds, approving the budget and levying taxes.

The County's location is ideal, with the Long Island Sound on the southeast and the Hudson River on the west. It has retained much of its rural character, while adopting the urban and suburban lifestyles dictated by its close proximity to New York City. Urban and suburban, a unique blend of new and old, Westchester County is a great place to live and work.

Some of the duties of this position include:

- ◆ Oversees and participates in the review and analysis of departmental requests for funding and services in County Government;
- ◆ Monitors various other contracts for the Chairman of the Board. Supervises Program Specialists who assist in reviewing and analyzing the weekly resolutions that are presented to the Board of Acquisition and Contract for approval;
- ◆ Assists 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;
- ◆ Oversees Board staff in their review of their assigned departmental budgets during the Board's annual Budget deliberations;
- ◆ Supervises and personally performs more complex analysis of departmental budget requests, raising specific questions for consideration;
- ◆ 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;
- ◆ Reviews all legislation coming before the Budget and Appropriations Committee and makes 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;
- ◆ Represents Chairman of the Board of Legislators at all meetings of the Deferred Compensation Committee analyzing all matters coming before this committee to provide the maximum security possible for employee investments;
- ◆ Responds to request from the 17 members of the Board of Legislators for information, review and analysis on various county projects.



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The successful candidate will be dynamic, innovative and experienced with exceptional leadership, financial and administrative skills. Candidates with varied levels of fiscal supervisory experience in corporate, governmental or non-profit sectors are encouraged and welcome to apply.

NOTE: The incumbent must be appointed by the County Board of Legislators.

Compensation: The Director of Budgetary Affairs - BOL is an Executive Level appointed position, reporting directly to the Board of Legislators, with a salary range of \$120,000 - \$140,000. The compensation package includes comprehensive benefits, including medical, dental, vision, deferred compensation, paid leave and NYS retirement plan.

Interested candidates should submit a cover letter and resume which specifically addresses the applicant's relevant experience for this position, including size and composition of staff supervised; programs and systems responsible for; size of budgets and other significant factors to: **mav5@westchestergov.com**. Important: Please indicate **Director of Budgetary Affairs - BOL** in the subject line of your e-mail.

Westchester County Board of Legislators is an equal opportunity employer.