

Classification Title: Budget Manager

FLSA Status: Exempt

BRIEF DESCRIPTION: Supports the County Manager and Budget Director by managing day-to-day and long-term budget processes and functions. Facilitates the budget process by maintaining the County’s financial model, supervising the work of budget staff and providing direction and guidance to department heads on budget issues and the business planning process.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Manages the County budget preparation process. Serves as a liaison and resource in the budget process. Maintains the County’s financial model, including 5-year operating projections and 20-year capital projections. Oversees the business planning process and revenue projections.
2	S	Supervises the work of budget staff by coordinating efforts and reviewing work products. Provides direction and guidance to department heads on the business planning process, budget issues and special projects.
3	S	Works with analysts to respond to analytical/research requests from the County Manager’s office. Develops and implements new analytical methods for selected County programs, department initiatives and policy issues. Manages organization-wide projects assigned by the County Manager.
4	S	Represents County Manager’s Office and Budget Office at advisory committee meetings, regional meetings and community forums.

CLASSIFICATION REQUIREMENTS:

CLASSIFICATION REQUIREMENTS	
Education	Bachelor’s degree in Public Administration, Finance, Policy or related field.
Experience	Six years of experience in budget, finance and/or policy analysis.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	None

CLASSIFICATION REQUIREMENTS	
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Oversees budget preparation of division budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for Countywide budget expenditures.
Supervisory / Organizational Control	Work requires supervising and monitoring performance for a regular group of employees or a work unit including providing input on hiring/disciplinary actions and work objectives/effectiveness and realigning work as needed.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Calculators, computers, printers and related software

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

PROTECTIVE EQUIPMENT REQUIRED:

None.