

Budget & Management Services Director

Classification Title: Budget & Management Services Director

FLSA Status: Exempt

BRIEF DESCRIPTION: Directs the County's financial and business planning processes to protect all assets and maintain financial stability and ensure efficient utilization of all financial resources. Coordinates and directs the annual budget and capital improvement plan and manages the business planning of the County.

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 budget preparation process and prepares financial analysis reports and capital improvement plans. Monitors revenues and expenditures and presents requests and recommendations to commissioners.
2	S	Analyzes policies and procedures and make recommendations for process improvements and change.
3	S	Develops background information and reports for consideration. Tracks service and staffing levels and recommends changes.
4	S	Forecasts long-term fiscal condition of the County through use of financial models and formulates strategies to mitigate unfavorable projections.
5	S	Researches trends, demographics and economic indicators and includes information in reports to departments, Board of Commissioners and various agencies.
6	S	Participates in and attends specialized committee meetings, Board functions and task forces as required.

CLASSIFICATION REQUIREMENTS:

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Education	A minimum of a Bachelor’s degree in Finance, Business Administration, Public Administration or related field.
Experience	A minimum of eight years of progressive leadership experience in governmental financial budgeting administration.
Equivalent Education & Experience Accepted?	Yes

CLASSIFICATION REQUIREMENTS	
Certification and Other Requirements	None
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Broad Direction.
Budget Responsibility	Oversees County budget development and presents budgets to County Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance of senior department managers including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing for the department.
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 (see 1 below)	Other (see 2 below)

- (1) N/A
- (2) N/A

Wake County, NC

**Classification 1087
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PROTECTIVE EQUIPMENT REQUIRED:

None.