

## **BUDGET DIRECTOR\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is high level, comprehensive administrative and professional accounting work involving overall responsibility for preparation and administration of the annual operating and capital budget of the County of Rockland. The work is generally performed on an independent basis with general direction provided by the County Executive. Supervision is exercised over a number of professional and clerical personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Plans, develops, implements and monitors County fiscal operations including budgetary systems in accordance with applicable statutory provisions and sound accounting practices;  
Develops, prepares, recommends and administers the County budget;  
Consolidates budget requests and presents them to the County Executive for consideration;  
Makes surveys, analysis and/or reports of County departments as requested by the County legislature;  
Implements legislative resolutions, policy decisions, executive orders and local laws affecting County fiscal affairs;  
Makes recommendations concerning the fiscal practices, policies and procedures relating to the County;  
Develops and supervises a system for maintaining an inventory of County property;  
Administers budgetary control by authorizing periodic allocations and transfers of budget items;  
Meets with the Budget and Finance Committee to explain and advise on all matters concerning the proposed budgets and on other matters before it for consideration;  
Provides advice, guidance and recommendations with regard to fiscal effect of projected policy and program developments;  
Performs other duties relating to the County's fiscal operation as directed by the County Executive.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of fiscal operations including accounting principles, practices and techniques, particularly as they related to government; thorough knowledge of budget preparation and administration; thorough knowledge of the principles and practices of administrations; ability to exercise general administrative direction over budgeting functions; ability to supervise and prepare a variety of statistical and accounting reports, including some that are complex; ability to work independently within the scope of general direction; ability to understand and interpret a variety of complex written materials including statistical and accounting reports.

**MINIMUM QUALIFICATIONS:** Qualifications will be determined by the County Executive.

\*This reflects a retitling of County Budget Officer

R.C.D.P. (08.11.1986) 06.24.2015 - Job specification may be subject to further revision  
Exempt