

## **BUDGET EXAMINER III**

**DISTINGUISHING FEATURES OF THE CLASS:** This supervisory and technical work of a difficult nature which primarily involves a responsibility for the maintenance of the County's budget file, including conducting budget-related studies and analyses. The work differs from that of Budget Examiner II in that the incumbent of this position will direct the day-to-day activities of the County Budget Office. The work is performed under the supervision of the Budget Director and/or the Deputy Budget Director. Supervision is exercised over a small number of technical and clerical personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Directs the day-to-day operations of the County Budget Office, including the supervision of subordinate technical personnel;

Maintains County budget file, including, but not limited to making all necessary and appropriate entries throughout budget process;

Establishes and supervises a system to insure complete and appropriate departmental submission of a budget estimates and all ancillary data and documentation, including all appropriate communication between Budget Department and other County departments;

Conducts in-depth studies of budget-related issues, programs or operations of other departments (e.g. Social Services reimbursement) and makes recommendations on same, primarily regarding fiscal and/or budgetary impact of issue;

Projects all budget accounts for preparation of annual budget;

Monitors budget projections and results in order to identify anomalies and discusses with Director and/or Deputy Budget Director;

Reviews a variety of budgetary reports and budget-related documents (e.g. position control members) to guarantee the integrity of the budget file;

Makes recommendations to Deputy Budget Director regarding changes to the structure and/or format of the budget file in order to better reflect conditions in County government;

Monitors departmental programs and fiscal operations to insure that budgets are executed in accordance with approved plans, applicable statutes and administrative guidelines;

Represents Budget Department at a variety of meetings and forums (e.g. Executive staff meetings, legislative Committee meetings, etc.);

May perform a variety of technical work, primarily as a fill-in or supplement to other lower-level technical personnel (e.g. subordinate Budget Examiners, Fiscal Control Assistant (Budget), etc.).

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

Thorough knowledge of principles, practices, methods and techniques of public finances and budgeting; thorough knowledge of assigned departments' programs, operations, goals, objectives and general background; working knowledge of statistical methods and of modern office practices; under supervision of a Budget Director and/or Deputy Budget Director, ability to direct the day-to-day activities of a moderate-sized municipal Budget Department; ability to read and interpret written instructions; ability to conduct organizational and operational evaluations and to make recommendations or suggest alternate solutions; ability to comprehend and prepare routine statistical and other data for presentation to others; ability to communicate effectively, both orally and in writing.

(over)

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher in Accounting, Economics, Finance, Statistics or closely related field and either:

1. Four (4) years of general accounting and/or financial statistical employment; or
2. Three (3) years of technical municipal budgetary experience; or
3. Three (3) years of municipal accounting experience which must have involved all aspects of the municipality's general ledger; or
4. Any combination of experience outlined in (1), (2) and (3).

**NOTE:** Twenty-four (24) credit hours in any of the above-mentioned fields will be deemed the equivalent of a major therein.

**PROMOTION:** One (1) year as a Budget Examiner II.