

## **BUDGET SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized technical budget work of a complex nature which involves responsibility for monitoring all County contracts, grants, grant funds, analyzing capital projects and budgetary expenditures, as well as other fiscal and budget-related matters. Supervision is primarily received from the Deputy Budget Director, and work guidance (e.g. lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews, monitors, and performs fiscal management of all County contracts including the preparation and posting of year-end rollovers;  
Monitors grants and grant funds by preparing reports, tracking the progress of grant-related payments/activities, acting as liaison to County departments to resolve problems with grant management, and projecting the impact of grant-related activities, funding and reimbursement resources on the County budget;  
Acts as liaison for contract agencies (not-for-profit) by preparing budget-related reports, coordinating the flow of information among County departments, maintaining an on-going database, etc;  
Prepares budget analysis and summary for assigned County departments;  
Prepares proposed and adopted capital budgets and monitors the fiscal status of same and attends meetings about capital projects;  
Prepares reports regarding a variety of budgetary matters, including but not limited to the progress of capital projects, contingency funds, transfer of funds, etc.;  
Prepares and maintains master database of resolutions and posts legislative actions regarding budgetary impact;  
Analyzes and makes recommendations regarding departmental transfer requests;  
Prepares and posts quarterly salary charges for County departments, as assigned;  
Approves capital vouchers and purchase requisitions;  
Reviews, analyzes and makes recommendations for requests for bond authorizations;

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

Thorough knowledge of the principles, practices, methods and techniques of public budget preparation and monitoring; good knowledge of the functions and procedures of County departments, especially as they relate to capital projects and grant management; ability to understand and interpret written material, especially as it pertains to budget-related projects; ability to prepare a variety of reports, including those of a routine fiscal nature; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

(over)

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's degree in Business Administration, Finance, Marketing or comparable curriculum and either

1. Three (3) years of technical municipal budget experience, or
2. Three (3) years of municipal accounting experience, or
3. Any combination of experience outlined in #1 or #2.

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

**PROMOTION:** Two (2) years of permanent status as a Budget Staff Assistant II.