

DIRECTOR OF LEGISLATIVE FISCAL AFFAIRS*

DISTINGUISHING FEATURES OF THE CLASS: This is specialized financial work involving the review and analysis of fiscal matters and the provision of advice and consultation to members of the County Legislature regarding fiscal matters brought before them. The work is performed under the general direction of the Chair of the Legislature in coordination with the Clerk to the Legislature. Does related work as required.

TYPICAL WORK ACTIVITIES:

Participates in the review and analysis of departmental requests for funding and services in County government;
Performs in-depth review of resolutions presented to the Budget and Finance Committee;
Performs complex analysis of departmental budget requests;
Reviews legislation and provides information regarding fiscal impact;
Responds to requests from Legislators for information, review and analysis on various County projects;
Uses computer applications or other automated systems such as spreadsheets, word processing calendar, e-mail and database software in performing work assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of public sector accounting, budgeting and auditing principles and practices; thorough knowledge of financial accounting, cost accounting and budgetary procedures; thorough knowledge of financial management and cost control theory and practices; good knowledge of automated financial systems design and techniques; good knowledge of office procedures and practices; good knowledge of applicable State and local laws and regulations; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

*This reflects a retitling of Legislative Fiscal Analyst.