

DEPARTMENT: OFFICE OF MANAGEMENT & BUDGET **FLSA Status:** Exempt/Executive 1/4/2010
CLASSIFICATION: EXEMPT
APPROVED: APRIL 8, 2003

DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET

DISTINGUISHING FEATURES OF THE CLASS: This is an important financial position in the county government entailing the direction, preparation, and review of department budgets. This not only entails operating budgets, it also includes the capital expenditures program and review and audit of the Niagara County Community College budgets. This work calls for a high degree of leadership and the ability to coordinate and integrate activities into a unified plan. Under general direction of the Niagara County Manager and the Finance Committee, assists in all phases of the preparation, analysis, and control of the budget, and in the examination and review of county administration, organization, and methods. Supervises assigned personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Issues Policy statements to Departments as a guide in the preparation of their budgets;
2. Analyzes departmental and/or entities' annual budget estimates and justifications in preparing government's operating expenditures for a fiscal year and translates fiscal policy and budget guidelines into specific budget recommendations;
3. Assists the County Manager with the budget process by forecasting and planning for the upcoming budget and reviewing agency requests from the prior year;
4. Confers with departmental management personnel on budget requests and budgetary problems and makes recommendations to the County Manager on solutions to problems;
5. Reviews new and proposed federal, state and local legislation to determine the impact on County fiscal policy;
6. Participates in labor negotiations by assisting in the development of fiscal analysis of present and projected settlements;
7. Submits monthly reports to the County Manager and Finance Committee regarding the status of the budget and provides updates with respect to discrepancies;
8. Develops and revises procedures, budget forms, and instructions for improving budget preparation;
9. Obtains and verifies supporting data by conferring with Department Heads;
10. Participates as staff on various boards or committees as assigned by administrative superior;
11. Coordinates and researches specific projects for the County Manager.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles of public administration municipal budgeting, administrative management; thorough knowledge of Niagara County organization and operation of its budgetary procedures and practices; ability to comprehend and prepare statistical and other data for presentation to others; ability to evaluate situations and people and to adopt an effective course of action; ability to get along with others and maintain effective working relationships; ability to supervise the work of others; ability to follow and give verbal and written directions; good judgment; tact; physical condition commensurate with the demands of the position.

SUGGESTED MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited four-year college or university or one accredited by the New York State Board of Regents to with specialization in public administration, business administration, or related fields, **and** two (2) years of satisfactory experience in the field of budgeting, auditing, accounting, or management procedures; **or**

Graduation from high school or possession of an equivalency diploma **and** six (6) years of satisfactory business or government experience including two (2) years in the field of budgeting, auditing, accounting, or management procedures.

NOTE: The Director of Office Management & Budget serves at the pleasure of the County Legislators as recommended by the Niagara County Manager and the Finance Committee. Therefore, the above is listed as suggested and desirable.