

**BUDGET DIRECTOR**

*The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**DEPARTMENT:** Budget

**REPORTS TO:** County Manager

**CLASS SUMMARY**

Directs the operations and activities of the County Budget Department, overseeing the formulation, amending, and monitoring of the County operational and capital budget and supervising staff. As a member of the County Management Team, this position provides assistance and support to the County Manager in making decisions and recommendations regarding the budget of the County.

**DISTINGUISHING CHARACTERISTICS**

The Budget Director is a stand-alone classification and is distinguished from other department directors in that it is responsible and held accountable for the formulating, amending, and monitoring of the County budget and providing information on how current actions impact future budgets.

**TYPICAL CLASS ESSENTIAL DUTIES**

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; and making hiring, termination, and disciplinary recommendations.
- Directs the preparation and administration of the County budget to include monitoring capital and operating expenses; reviewing and implementing County commissioner agenda items; and informing County officials of issues impacting the budget.
- Oversees the development of the County operating budget and capital improvement program to include reviewing department spending requests; examining revenue estimations; and recommending changes in revenue rates and sources.
- Advises County departments on matters of budgetary management and control to include addressing current and forecasting future financial problems; assisting with the development of long-range financial projections; and ensuring the integrity of financial data.
- Assists with the analysis of current operating expenditures and the estimation of future expenditures to include evaluating the impact on the County budget.
- Provides input into the administration of County operations through participation on County boards and committees, including the County Manager's Management Team.
- Plans and prepares policies, guidelines, and instructions to be followed by County staff in the formulation of the annual operating budget and capital improvement plan.
- Assists with the research of data related to budget issues, policy analysis, strategic planning, and program evaluation.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

**POSITION SPECIFIC DUTIES**

Does not apply.

**BUDGET DIRECTOR****KNOWLEDGE AND SKILLS**

Knowledge of:

- Budget preparation procedures;
- Accounting and financial principles;
- Governmental Accounting Standards Board (GASB) federal and state single audit requirements;
- Applicable laws, rules, regulations and ordinances;
- Audit policies and requirements;
- North Carolina General Statutes;
- Forecasting techniques;
- Cost analysis;
- Team building and coaching techniques;
- Supervisory principles.

Skill in:

- Using computer hardware and software applications;
- Preparing various financial reports;
- Preparing and monitoring budgets;
- Managing and supervising various projects;
- Applying and interpreting accounting and financial principles;
- Preparing spreadsheet reports;
- Analyzing and interpreting financial data;
- Analyzing and preparing contracts;
- Presenting information orally and in writing;
- Training employees.
- Monitoring and evaluating employees.
- Developing goals and objectives;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

**TRAINING AND EXPERIENCE**

Bachelor's Degree in Accounting, Finance, or a closely related field and eight years of progressively responsible finance experience, including three years of management level experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**LICENSING/CERTIFICATION**

None required.

**PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Typically requires fingering, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

**GENERAL INFORMATION**

FLSA Status: Exempt

Class Spec Established/Revised: E11/99; R11/03