

POSITION DESCRIPTION

Title: Budget Director

Department: Budget and Purchasing

Job Analysis: 4/11, 6/11, 11/15, 01/19, 05/19, 09/21, 04/23

Note: Statements included in this description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive. The employee may be assigned other duties that are not specifically included.

Relationships

Reports To: County Administrator

Subordinate Staff: Senior Budget Accountant, Purchasing Director, Buyer I and II, Purchasing and Budget Assistant, and Custodians, Sales Tax Coordinator and Sales, Use and License Tax Staff

Internal: Employees, Elected Officials

External: Vendors, State, Federal and Local Officials

Status: Appointed Contract/Exempt (A/E)

Job Summary

The Budget Director serves at the exclusive pleasure of the Baldwin County Commission as an Appointed Contract employee and is responsible for carrying out directions and objectives of the Baldwin County Commission. The Budget Director has direct responsibility for preparation, presentation, and monitoring of all County budgets approved by the County Commission. This position directs the purchasing and budget process, and supervises the Budget and Purchasing Department and Sales, Use and License Tax Department.

Job Domains

A. Purchasing

1. Prepares capital expenditure requests.
2. Monitors grant applications.
3. Prepares and monitors all budgets.
4. Assures all purchase orders are handled in the prescribed manner.
5. Responsible for notifying Commissioners of all bids.

B. Budget

1. Assemble budget requests of all departments to include personnel, operating costs, capital expenditures, etc.
2. Determine revenue from all sources.
3. Prepare and present preliminary budgets to the Commission.
4. Revise, amend, and present until the final budget is approved.
5. Prepare the final budget and distribute it to all necessary departments.

C. Budget Review

1. Monitor and mediate budget changes throughout the year.
2. Present quarterly updates of budgets to Commissioners for review.
3. Responsible for informing Commission Department of any major exceptions to the budget as they may occur.

D. Sales, Use, and License Tax

1. Directs, oversees, and provides technical support for the Sales and Use Business License functions of the County including the collection and administration of Sales and Use Tax, Rental and Lease Tax, Video Tax, Motor Fuel Tax and Cigarette Tax.
2. Responsible for monthly sales tax collections reports-
3. Designated License Inspector for the County Commission.

Knowledge, Skills, and Abilities

(Any item with an asterisk will be taught on the job.)

1. Skills to communicate effectively with the office staff, general public, and elected Officials.
2. Skills to perform accounting and bookkeeping operations, conduct audits, and prepare budgets.
3. Skills to prepare reports, complete forms, compose letters, and accurately post journals and ledgers.
4. Skills to understand written instructions, manuals, and correspondence.
5. Ability to assign tasks and supervise employees.
6. Ability to operate office machines such as calculators, computer terminal and copy machines.
7. Thorough knowledge of basic bookkeeping and accounting principles and procedures as recommended by State/County/Federal.
8. Knowledge of general office procedures.

Other Characteristics

1. Willing to travel to attend workshops and seminars.
2. Willing to work non-standard hours to meet deadlines.

Minimum Requirements

1. Bachelor's degree in Accounting, Business Administration or related fields.

2. Minimum of five (5) years in governmental accounting is desirable.
3. Minimum of two (2) years supervisory experience.