

POSITION DESCRIPTION

Title: Budget Director

Department: Budget and Purchasing

Job Analysis: 4/2011; Revised and Amended 6/2011, November 2015, January 15, 2019

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 Commissioners

Subordinate Staff: Senior Budget Accountant, Purchasing Director, Buyer I and II, Purchasing and Budget Assistant, and Custodians

Internal: Employees, Elected Officials

External: Vendors, State, Federal and Local Officials

Status: Appointed Contract/Exempt (AE)

Job Summary

This employee has direct responsibility for preparation, presentation, and monitoring of all County budgets approved by the County Commission. Directs purchasing, grants and budget process. Assists the County Administrator.

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 to notify 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, amends, and present until final budget is approved.
5. Prepare final budget and distribute 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 to inform Commission Department of any major exceptions to the Budget as they may occur.

D. Grants

1. Monitor and review grants to ensure fiscal records are kept properly.
2. Ensure financial draws are processed in a timely manner for correct matching of expenses and revenues in the proper period.
3. Ensure compliance with State and Federal regulation.

E. Assist the County Administrator

1. Assist the County Administrator in the performance of his or her job duties upon request by the County Administrator or as directed by the County Commission.
2. In the event there is a vacancy in the position of County Administrator, or in the event the County Administrator is unable to perform his or her duties due to leave time or sickness, upon the written direction of the Chairman of the County Commission, the Budget Director shall have the authority to act as County Administrator and perform the job duties of the County Administrator and as directed by the County Commission. In that event, the Budget Director shall act as County Administrator and perform the job duties of the County Administrator until the vacancy for the County Administrator is filled or the County Administrator is able to return from leave time or sickness.

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 calculator, 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.