

## HERNANDO COUNTY BOARD OF COUNTY COMMISSIONERS JOB DESCRIPTION

<b>Job Title</b>	Budget Director	<b>Pay Grade</b>	17	<b>Class Code</b>	L908
<b>Department</b>	Office of Management and Budget (OMB)	<b>Salary Range</b>	\$112,049.60 - \$168,105.60		<b>Annually</b>
<b>Reports to</b>	County Administrator	<b>FLSA</b>	Exempt		
<b>Revision</b>	November 2020				

### GENERAL DESCRIPTION:

This position coordinates and oversight of the Office of Management and Budget Department by performing highly technical, professional and analytical work of considerable difficulty in supervising and participating in day-to-day activities related to the preparation, analysis and maintenance of the County's budget, capital improvement program and revenue forecasting. Work is performed with considerable independence and latitude within the framework of state statutes, Department of Revenue, County policies and Generally Accepted Accounting Principles (GAAP).

### ESSENTIAL JOB FUNCTIONS:

- Directs preparation of the County's annual budget documents; assists departments in preparing and administering budgets, reviews and analyzes budget requests; directs revenue estimating process and forecasts future revenue and expenditures.
- Provides leadership and supervises the functions of the Office of Management & Budget team, including planning, providing technical assistance and development of staff.
- Directs departments in preparing and administering their budgets; oversees analyses of department budget requests and revisions; assesses financial impact of major policy, financial and operational issues; reviews policies, practices and systems; identifies reserve requirements for funds and assures that the annual budget is balanced and in compliance with accounting standards, Florida statutes, County ordinance and resolutions.
- Directs the development, monitoring and reporting of the county's five-year capital improvement program including identification of funding options and impacts on the operating budget, and identified funding for capital needs. Oversees the development and implementation of the County's cost allocation plans and assists in the coordination of the county's capital financing plan.
- Prepares financial documents in support of management initiatives and evaluation of policy options, ensuring budgetary compliance with the Governmental Accounting, Auditing and Financial Reporting procedures as they apply to all relevant laws, rules and regulations. Reviews and advises department directors, Deputy County Administrator and County Administrator on financial issues and impacts and provides management analyses of county practices and systems to advise of opportunities for improved efficiencies.
- Develops budgetary management systems utilizing computerized databases, revenue and expense projections, budget models and multi-year financial information. Recommends improvements to the budget development process and updates forms and procedures. Recommends enhancements to existing technology capabilities and participates in process for developing specifications, evaluating, selecting and implementing new finance/budget systems.
- Coordinates with the Clerk of Court's Finance Department and other constitutional officers on financial matters as required or needed.
- Oversees the preparation and publication of the County's annual budget technical instructions which include timetables as provided by law, development of required forms and explanations

of the budgetary process; prepares budgetary publications and notices for the Board of County Commission hearings.

- Understands financial reporting and financial statements to enhance the preparation of reports showing budget status and financial forecast information.
- Monitors and reports current, newly adopted and proposed legislation and its impact on the County budget.
- Reviews agenda items for compatibility with financial and budget policy.
- Responsible for budgeting all personnel and benefits under the Board of County Commissioners.
- Responsible for all General Fund revenue and cash balance forward projections.
- Advises, explains, and confers with County Administration and County Commissioners on matters concerning proposed budget and financial status of the County.
- Maintains budgetary controls and status. Monitors operating budgets including revenue, expenditure control of personnel, operating, capital, and budget transfers. Reviews and develops information on fiscal conditions and problems relating to the budget.
- Represents the County at meetings with the public, State, and Federal agencies to resolve problems and recommend appropriate corrective action in dealing with budget and fiscal policy.
- Interacts with elected officials, community leaders, citizens, businesses, organizations, and the news media to provide information, as requested.
- Conducts formal presentations and prepares reports for governmental bodies and the public, office and field supervisory personnel, including work schedules and activities.
- Establishes performance standards, goals, performance measurements, standard operating procedures, staffing, training, conducting performance reviews, and fostering employee growth and development.
- Displays initiative and judgment regarding recommendations on budget preparation and control policies, regulations, and procedures.
- Responsible for the selection, promotion, training, safety, appraisal, and discipline of Office of Management and Budget personnel.
- Provides advice, guidance, and recommendations with regards to the fiscal effect on projected policy and program development.
- Assists in the formulation, review, and recommendation of proposed budgetary policy and organizational changes in departments.
- Make recommendations to County Administration and the Board on cost reductions and on augmentation of existing revenue sources.
- Other duties as assigned.

#### **JOB STANDARDS:**

##### **Education**

Bachelor's Degree from an accredited university in Finance, Accounting, Business Administration, or other closely related field. Master's degree in the above field of study is preferred.

<b>Experience</b>	Minimum of seven (7) years relevant progressive experience in business, budgeting, accounting or a related area. A minimum of three (3) years of supervisory experience. Florida county or municipal government experience required.
<b>Skills</b>	See Critical Expertise needed to Perform Essential Functions.
<b>Licenses, Certifications</b>	<p>Certified as a CGFO (Certified Government Finance Officer) and/or CGFM (Certified Government Financial Manager), within 18 months of hire.</p> <p>Member of the Government Finance Officers Association (GFOA) and Florida Government Finance Officers (FGFOA) within six months of hire.</p> <p>Must possess a valid drivers license and ability to secure Florida drivers license at time of employment</p> <p>Must possess or be able to obtain within ninety (90) days of employment, certification in NIMS ICS100 and 200 and then be able to obtain within one (1) year of employment ICS300.</p>

#### **EQUIPMENT USED**

Personal computer and various other office equipment.

#### **CRITICAL EXPERTISE TO PERFORM ESSENTIAL FUNCTIONS**

- Knowledge of accounting principles and practices related to governmental budgeting.
- Knowledge of local governmental operations and practices, including Florida Statutes as related to the budget adoption process.
- Knowledge of operating and capital expense budgets.
- Knowledge of Florida Statutes as they relate to the operation of County government. Knowledge of Federal, State, and private grants.
- Knowledge of the practices utilized in governmental budgeting and cost reduction. Ability to formulate, implement and maintain a large County budget.
- Thorough knowledge of laws and regulations pertinent to local government responsibilities, knowledge of financial and personnel management, governmental budgeting and recent developments and statutory requirements impacting local government.
- Thorough knowledge of pre-established local, state and federal policies, procedures and regulatory requirements applicable to the work; ability to interpret regulations to the general public in a professional and courteous manner.
- Ability to direct and carry out complex oral and written instructions.
- Ability to set a vision for the future.
- Must be an effective change agent driven to inspire and implement change with excellent customer service, leadership and communication skills.
- Ability to anticipate work to be done and initiates proper and acceptable direction for completion of work with minimum supervision and instruction.
- Skilled in interacting with departments with diverse needs and requirements. Ability to facilitate cooperative working relationships.
- Thorough knowledge of the principles and practices of modern public budgeting, finance, public

administration and management.

- Thorough knowledge of County programs, policies, and procedures.
- Extensive experience with computers, spreadsheet and database software.
- Considerable knowledge of functional and structural organizations of County agencies and related program activities.
- Considerable knowledge of State and local finance laws, modern economics, and commodity market principles.
- Ability to analyze significant trends in operations from detailed records and factual materials.
- Ability to analyze a variety of administrative problems and to make sound policy and procedural recommendations.
- Ability to effectively lead/supervise a staff comprised of entry and journey level employees engaged in carrying out budget functions. Skills shall also include team building, mediation, and motivational skills.
- Ability to effectively present analysis and recommendations through spoken and written communications.
- Ability to plan, organize, direct, and appraise the work of professionals, technical, and clerical personnel.
- Ability to establish and maintain effective working relationships with public officials, directors, managers, commissioners, representatives of other organizations, subordinates, and the general public.
- During Emergency Operations Center Activation, acts as a representative located in the Emergency Operations Center (EOC) and assists with federal reporting requirements.

#### **ESSENTIAL PHYSICAL SKILLS**

Walking, sitting, talking, standing, movement, repetitive motions. Acceptable eyesight (with or without correction), acceptable hearing (with or without hearing aid), ability to access, input and retrieve information from a computer, ability to access file cabinets for filing and retrieval of data, ability to sit at a desk and view a display screen for extended periods of time.

#### **ENVIRONMENTAL CONDITIONS**

Office environment. Works closely with others.

#### **MARGINAL / SECONDARY JOB FUNCTIONS**

Performs other reasonable related duties as assigned by County Administration or the Board of County Commissioners.

Reasonable accommodations will be made for otherwise qualified individuals with a disability.

**EMPLOYEE SIGNATURE**

**DATE**