

DEPUTY BUDGET DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves examining and analyzing financial controls, records and county government operations in order to provide advice and data to management in establishing effective and reliable financial, purchasing, budgeting, auditing, staffing and operational systems. General supervision and special assignments are received from the County Administrator or his/her Deputy. Supervision may be exercised over subordinate employees. A Deputy Budget Director does related work as required.

TYPICAL WORK ACTIVITIES:

- Consults with departmental personnel engaged in budget analysis and accounting functions in order to formulate policies and render decisions concerning budgetary matters;
- Prepares comparative analyses of operating programs by analyzing cost in relation to services performed during previous fiscal periods and submits reports to supervisor with recommendations for budget revisions;
- Prepares data for regular and special budget reports to be used in implementing budget directives and establishing policies for carrying out directives;
- Assists in formulation of budgets for controlling funds in order to implement program objectives of county departments;
- May conduct internal protective and constructive audits to review effectiveness of controls, financial records, and operations;
- Examines records of departments to insure proper recording of transactions and compliance with applicable laws, regulations, and accounting principles;
- Confers with department personnel to investigate procedures to collect information for analysis and study;
- Formulates statements of system problems with solutions by manual and/or electronic data processing methods;
- Recommends policies and procedures for handling purchases for the County;
- Participates in trial program runs in an evaluation and follow-up for optimizing various electronic data processing systems;
- Participates in the fiscal aspect of employee staffing plans with the Personnel Office, and provides data for use in collective bargaining and impact negotiations;
- Prepares a variety of periodic and special reports as may be required by supervisors or the County Legislature;
- Performs duties and responsibilities of position using electronic data processing systems to process, record and report management data.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of governmental budgeting, accounting and auditing principles and practices; good knowledge of methods used in maintaining and auditing governmental financial accounts and records; thorough knowledge of the uniform systems of Accounts prescribed for County governments in New York State; good knowledge of the techniques of monitoring expenditure of funds; working knowledge of purchasing and inventory practices; working knowledge of the principles of cost analysis; knowledge of the laws regulations and principles governing municipal personnel staffing and negotiation requirements as related to government fiscal operations; ability to identify and anticipate financial problems and needs; ability to readily acquire familiarity with Laws, regulations and policies; ability to prepare complete and accurate financial reports; ability to follow oral and written directions; good judgement; physical condition sufficient to perform the essential functions of the position.

PROMOTION QUALIFICATIONS: One year of permanent competitive class status in a senior level administrative position or three years of a service in a lower level professional administrative position in the County service. "Administrative positions" shall include competitive class positions in law, personnel, budgeting, methods and procedures, records analysis, and administrative research, as determined by the local Civil Service Commission.

MINIMUM QUALIFICATIONS: Either:

A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting and two years of governmental accounting or auditing experience which shall have involved budget analysis and financial reporting for a governmental employer;

OR

B. Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Accounting and four years of accounting or auditing experience which shall have involved budget analyzing, financial reporting, one year of such experience which must have been for a governmental employer.

OR

C. Graduation from high school or possession of a high school equivalency diploma and five years of accounting or auditing experience which must have included responsibility for maintaining or auditing the general ledger and general journal of an organization including responsibility for budget analysis and financial reporting, for two years of such experience which must have been performed for a governmental employer.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Retitled from Chief Budget Analyst.