



**APPROVED BY: THE CHIEF  
ADMINISTRATIVE OFFICER**

**EFFECTIVE: March 2005**

### **BUDGET SERVICES OFFICER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

#### **DEFINITION**

To plan, organize, coordinate and direct the process of preparation, analysis and presentation for District operational, capital improvement and related budgets; oversee and participate in the budget review, analysis, compilation and presentation activities; direct and participate in a variety of budget and financial planning and project activities; and perform related work as required.

#### **DISTINGUISHING CHARACTERISTICS**

This is a single position-full supervisor class with responsibility for the preparation and presentation of Districts budgets and related analyses, evaluations projections and other activities. This class is responsible for rate analysis or development.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives administrative direction from the Budget Unit Manager.

Exercises direct supervision over professional and other assigned staff.

#### **ESSENTIAL FUNCTION STATEMENTS**

*Essential responsibilities and duties may include, but are not limited to, the following:*

1. Supervise and participate in the preparation, compilation and production of biennial operational, five-year Capital Improvement Program and other District budgets to include reviewing revenue and expense estimates prepared by departments, rationalizing proposed programs in terms of District priorities and existing commitments; and coordinating cross-divisional projects.
2. Counsel and advise operating departments in the preparation of their budgets; direct and participate in administrative review of proposed departmental budgets; ensure that budget submittals are complete and consistent with District policies and procedures; evaluate proposals and recommend disposition of requests and proposals.
3. Perform and present complex fiscal and budgetary analysis, including income and spending trends, historical trends, forecasting methodology, and related work.
4. Assist in presenting the proposed budget to the District Board and to community groups as necessary.
5. Ensure that the final budget is completed as approved by the District Board, and ensure that all departments of both Administration and Operations divisions are fully informed of the final budget.
6. Participate in the oversight implementation and maintenance of budgetary controls following enactment of the budget.
7. Ensure proper maintenance of appropriation governance, supervise and perform surveys and analyses of revenues and expenditures, and oversees development and maintenance of economic forecasting model.
8. Maintain effective working relationships with other special districts, city agencies, county offices, and state and federal departments involved in the budget related activities of the District, and is responsible for legislative review of those items which have budgetary or capital improvement impact; serve as the liaison for the assigned unit with other divisions, departments and outside agencies; negotiate and resolve sensitive and controversial issues.
9. Prepare, review and complete budget audit schedules and manage successful completion of the annual audit on an interim and year-end schedule.
10. Review and direct the improvement and development of automated budget systems.

11. Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommend and administer policies and procedures;
12. Review and propose modification of existing standards, procedures and policies governing budget preparation.
13. Plan, direct, coordinate and review the work plan for assigned staff; assign work activities, projects and programs; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems
14. Select, train, motivate, and evaluate assigned staff, provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
15. Oversee and participate in the development and administration of the unit's annual budget; participate in the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; implement adjustments.
16. Supervise divisional budget activities and work programs, work load indications, budget trend analyses and related elements, and recommend appropriate actions.
17. Monitor divisional expenditures and indicate appropriate action; monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service, and staffing levels.
18. Perform related duties and responsibilities as required.

## **QUALIFICATIONS**

### *Knowledge of:*

Principles and practices of budget preparation and administration.

Theories, principles and practices of government budgeting, financial management, and accounting.

Operational characteristics, services and activities of a complex governmental budgeting program.

Principles and practices of financial management, analysis, and auditing.

Principles and practices of economic analysis and forecasting techniques.

Methods and techniques of public financing.

Basic principles of supervision, training and performance evaluation.

Pertinent Federal, State and local policies, laws and regulations.

*Ability to:*

- Plan, coordinate, develop and monitor the budgets for the District, including both operating and capital programs.
- Process complex budget requests and recommend appropriate courses of action.
- Evaluate proposals, budget trends, department requests and District policy in order to prepare and present both operating and capital budgets.
- Oversee, direct and coordinate the work of assigned staff.
- Select, supervise, motivate, train and evaluate staff.
- Establish internal budget controls in accordance with financial operations.
- Prepare clear and concise administrative and financial reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply Federal, State, and local policies, laws and regulations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

*Experience and Training Guidelines*

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience

Five years of increasingly responsible budgeting, financial management, accounting or related experience including three years of professional analytical responsibility providing lead direction, on an ongoing or project basis, in developing, analyzing and administering complex budgets.

Training

Equivalent to a Bachelors degree from an accredited college or university with major course work in finance, business administration, public administration or a related field. Directly related experience may be substituted for the college requirement on the basis of one and one-half years of experience for one year of education to a maximum of four years.

**License or Certificate**

Possession of, or ability to obtain, an appropriate, valid California driver's license may be required with determinations made on a case by case basis at the time of job posting.

## **WORKING CONDITIONS**

### **Environmental Conditions**

Office environment.

### **Physical Conditions**

Essential functions require maintaining physical condition necessary for sitting for prolonged periods of time, operating computer and other office equipment, color perception.