

COMMISSIONER OF MANAGEMENT AND BUDGET

225-G

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for maintaining the efficient and economical accounting management of the Management and Budget Division. An employee in this class directs the review and analysis of the annual Capital and Operating Budgets, budget programs and budget procedures of the County. The incumbent analyzes, reviews and monitors County fiscal operating procedures and is responsible for developing, revising and implementing budgetary and financial procedures to ensure effective compliance with current fiscal policies and the Budget adopted by the County Legislature. The incumbent exercises direct supervision over subordinate staff. The incumbent, working under the general direction of the County Manager, directs and coordinates a broad range of agency financial programs and support services. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Directs continuing and special studies of the organization and its operations, which may not be limited to financial and budgetary operations;

Promulgates policy and procedural manuals as authorized by the County Manager and guidelines;

Oversees the departments within the Division of Management and Budget;

Retains the powers and duties assigned to the departments within the Division except to the extent the County Treasurer, the Director of Real Property Tax Services, the County Auditor and the Office of Audit and Control shall report to the Commissioner for administrative purposes only;

Initiates, implements and monitors budgetary controls in accordance with the County Manager;

Reviews and analyzes departmental budgetary requests and makes recommendations of amounts to be appropriated;

Reviews budgeted and unbudgeted expenditures proposed by departments and recommends action to the County Manager;

Implements changes in budgetary and financial systems and programs and makes recommendations concerning budgetary data systems;

Reviews and reports on the fiscal capacity, necessity, efficiency and effectiveness of departmental programs and management practices;

Develops and makes recommendations concerning the Operating Budget for the review and approval of the County Manager;

Assists the County Manager in special projects, financial projections.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Comprehensive knowledge of the principles, practices, methods and techniques of public administration, public finance and budgeting; thorough knowledge of statistical concepts and methods; thorough knowledge of recent developments, current literature and sources of information in public budgeting work; thorough knowledge of performance based budgeting and the Federal Government Performance Results Act; thorough knowledge of budget preparation and expenditure control; ability to analyze facts and to exercise sound judgment in arriving at conclusions; ability to keep a variety of records and to prepare and submit reports; ability to plan, assign and review the work of others; ability to establish and maintain effective working relationships with employees, department heads and the general public; ability to express oneself clearly and concisely, both orally

and in writing; good judgment; and resourcefulness in solving complex administrative problems.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree or higher in Accounting, Public Administration or Business Administration and five (5) years of experience in overseeing the operations of a financial, fiscal or budgetary office, which includes responsibility for budgetary and financial control or administrative management activities; or
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree or higher in Accounting and seven (7) years of experience in overseeing the operations of a financial, fiscal or budgetary office, which includes responsibility for budgetary and financial control or administrative management activities.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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NYS Civil Service Commission Approval: Pending

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