

DEPUTY COMMISSIONER OF MANAGEMENT AND BUDGET 227-H

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position involving responsibility for assisting the Commissioner of Management and Budget with maintaining the efficient and economical accounting management of the Management and Budget Division. The incumbent assists in directing the review and analysis of the annual Capital and Operating Budgets, as well as budget programs and procedures of the County to ensure compliance with current fiscal policies and annual budget adopted by the County Legislature. The incumbent, working under the general supervision of the Commissioner of Management and Budget, 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.*

Serves as an advisor to the Commissioner of Management and Budget and submits reports and recommendations for consideration relating to departments within the division of Management and Budget;

Develops policy and procedural recommendations for consideration of the County Manager relating to departments within the Division of Management and Budget;

Assists in the direction and coordination of activities and responsibilities of the County Payroll Department and oversees the efficient operation and implementation of the payroll and financial management software systems;

Oversees the development of the property tax levy;

Directs continuing and special studies of various County operations, as requested;

Initiates, implements and monitors budgetary controls in accordance with the direction of the Commissioner of Management and Budget;

Assists in the implementation of changes in budgetary 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;

Oversees the technical aspects of the Operating and Capital Budgets and makes recommendations to the Commissioner of Management and Budget;

Assists the Commissioner of Management and Budget in special projects, financial projections, working with Management Information Systems on updating internal cash reporting procedures and budgets.

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 performance based budgeting and the Federal Government Performance Results Act; 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 budget preparation and expenditure control; thorough knowledge of current payroll requirements, including federal and state labor laws, employer taxes and other relevant regulations impacting the payroll functions; good knowledge of personal computer-based office management programs for word processing, spreadsheets and data base management; 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 the County Manager, Commissioner of Management, employees 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 college or university or one accredited by the New York State Board of Regents to grant degrees with a Master's Degree or higher in Public Administration, Business Administration, Accounting, Economics, Management or Finance and three (3) years of experience in public or private finance, accounting or budgeting systems and/or intergovernmental revenue systems; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Public Administration, Business Administration, Accounting, Economics, Management or Finance and five (5) years of experience in public or private finance, accounting or budgeting systems and/or intergovernmental revenue systems.

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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Originated: 09/22/08

Jurisdictional Class: Non-Competitive

Public Hearing: Yes

NYS Civil Service Commission Approval: Yes

Revised in Draft on 9/26/08

Placed in Classplan on 12/30/08

Revised in Classplan on 10/24/2014

Replaced in Classplan on 10/24/2014

Revised and placed in Classplan 7/13/2015

Revised and Replaced in Classplan: 1/30/2023

Revised and Replaced in Classplan: 3/24/2025 (Edu)