

DIRECTOR OF MANAGEMENT AND BUDGET

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 fiscal procedures and policies in County departments;

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;

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

Oversight, direction, and coordination of activities and responsibilities of the Health Finance Department;

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

Assists the Commissioner of Management and Budget with monitoring of departmental revenues, assisting in maximizing revenue, and proper and timely claiming of grant funds;

Provides financial and program assistance to County departments;

Performs and directs the performance of cost benefit and cost analysis.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Thorough knowledge of County Government, the interrelationships of agencies and departments; thorough knowledge of current budget policy and its application to the Zero Based Budget model; thorough knowledge of the County Budget process; thorough knowledge of effective organization and management principles and practices; thorough knowledge of the procedures and techniques used in cost analysis and cost effectiveness studies; thorough knowledge of program monitoring to insure adherence to budgetary restraints; good knowledge of supervisory principles and practices; ability to identify and recognize alternative solutions to management and organization problems; ability to analyze data and to formulate

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recommendations; ability to recognize the implications of present and projected resources in evaluating existing and proposed programs and legislation; ability to plan and supervise the work of a staff of others; tact; and initiative.

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 five (5) 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 or higher in Public Administration, Business Administration, Accounting, Economics, Management or Finance and seven (7) 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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NYS Civil Service Commission Approval: N/A

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