

**MONTGOMERY COUNTY GOVERNMENT, VIRGINIA
POSITION DESCRIPTION**

TITLE: BUDGET MANAGER

GENERAL DESCRIPTION

The essential function of the position within the organization is to direct County budgeting and fiscal reporting functions. The position is responsible for employee supervision, annual budget preparation, long range financial planning, and debt service management. The position formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

PRIMARY DUTIES: *This list represents the essential tasks performed by the position. Employees may be assigned additional duties by management as required.*

Supervises the preparation of the County's monthly, quarterly, and annual operating, capital, and performance budgets; ensures budgeting and debt service compliance with County fiscal policies.

Implements and monitors annual budgets; determines and analyzes budgetary compliance and reports upon findings.

Develops budget materials for the public and the media.

Conducts research to identify innovative methods, technology, and tools to increase accuracy and efficiency of budget preparation and fiscal planning, organizational budget management, strategic budgeting, and performance measurement.

Reviews cost-effectiveness and efficiency of identified programs; advises on appropriateness of program goals.

Coordinates and assists with departmental budget preparation; oversees the collection of all budget data.

Communicates with other staff and departments to gather accurate data for projecting budgets, ensure budgetary compliance, report and make recommendations to County Executives, and obtain and monitor local, state, and federal grants.

Analyzes departmental costs and budgetary requests.

Monitors disbursements and expenditures for County capital improvement projects.

Advises and recommends procedures, improvements, and processes for compliance with the given rules and regulations.

Supervises and evaluates subordinate staff.

Oversees the year-end closing and assists independent auditors with review of the County's financial records.

Attends or conducts staff meetings to exchange information; attends in-service training and classes, seminars, or conferences to improve professional skills.

Performs related tasks as necessary, such as assisting with the development and implementation of policies and procedures.

BUDGET MANAGER

DATA RESPONSIBILITY: *Data refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.*

Directs others in major events and reports on activities and results.

PEOPLE RESPONSIBILITY: *People refers to individuals who have contact with or are influenced by the position.*

Instructs or trains others through explanation, demonstration, and supervised practice, or by making recommendations on the basis of technical disciplines.

INVOLVEMENT WITH THINGS: *Things refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.*

Supervises the handling of equipment or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers and complex financial software.

ASSETS RESPONSIBILITY: *Assets responsibility refers to the responsibility for achieving economies or preventing loss within the organization.*

Requires responsibility for achieving major economies or preventing major losses through the management of a highly complex and/or technical department and accounting for large sums of money.

SAFETY OF OTHERS: *Safety of others refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.*

Requires no responsibility for the safety and health of others.

MATHEMATICAL REQUIREMENTS: *Mathematics deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.*

Uses basic algebra calculating variables and formulas; computes discounts, interest, ratios and proportions, and percentages.

COMMUNICATIONS REQUIREMENTS: *Communications involves the ability to read, write, and speak.*

Reads technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

COMPLEXITY OF WORK: *Complexity of work addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.*

Performs supervisory work involving policy and guidelines, solving both people and work related problems; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

IMPACT OF DECISIONS: *Impact of decisions refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.*

Makes decisions with moderately serious impact - affects work unit and may affect other units or citizens.

EDUCATION AND EXPERIENCE REQUIREMENTS

BUDGET MANAGER

EDUCATION REQUIREMENTS: *Education requirements refers to job specific training and education required for entry into the position.*

Requires education or training equivalent to a master's degree in business administration, public administration, economics, or a closely related field.

LICENSES, CERTIFICATIONS, AND REGISTRATIONS REQUIRED: *Licenses, certifications, and registrations refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.*

Requires none.

EXPERIENCE REQUIREMENTS: *Experience refers to the amount of work experience that is required for entry into the position that would result in reasonable expectation that the person can perform the tasks required by the position.*

Requires eight years of related experience, a portion of which must include supervisory responsibility.

AMERICANS WITH DISABILITIES REQUIREMENTS

PHYSICAL DEMANDS: *Physical demands refers to the requirements for physical exertion and coordination of limb and body movement.*

Requires sedentary work involving standing or walking for brief periods and some dexterity in operating office equipment.

UNAVOIDABLE HAZARDS: *Unavoidable hazards refers to unusual conditions in the work environment that may cause illness or injury.*

The position is exposed to no unusual environmental hazards.

SENSORY (ADA) REQUIREMENTS: *Sensory requirements refers to hearing, sight, touch, taste, and smell necessary to perform the tasks required by the position efficiently.*

The position requires normal visual acuity and field of vision, hearing, and speaking.

AMERICANS WITH DISABILITIES ACT COMPLIANCE

The Montgomery County Government of Virginia is an Equal Opportunity Employer. ADA requires the County to provide adequate accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management.