

Budget Director Tompkins County

Department: County Administration

Classification: Non-competitive

Labor Grade: Management Grade 87

Approved: 5/21; 12/23

Revised: 2/2024

By: HB, Deputy Commissioner of Human Resources

MINIMUM QUALIFICATIONS:

1. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Accounting, Business Administration, Public Administration, or related field **AND** two years of full-time paid (or the equivalent part-time) satisfactory experience in accounting, budgeting, auditing or financial recordkeeping or management; **OR**
2. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Accounting, Business Administration, Public Administration, or related field **AND** four years of full-time paid (or the equivalent part-time) satisfactory experience in accounting, budgeting, auditing or financial recordkeeping or management **OR**
3. Graduation from a regionally accredited or New York State registered two-year university with an Associate's degree in Accounting, Business Administration, Public Administration, or related field **AND** six years of full-time paid (or the equivalent part-time) satisfactory experience in accounting, budgeting, auditing or financial recordkeeping or management **OR**
4. Any combination of education, training and experience equal to or greater than that described in (a), (b) and (c) above.

Tompkins County is Committed to Equity and Inclusion. We encourage others with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

The Budget Director is responsible for preparation of the County Administrator's proposed budget and the final adopted budget documents as required by the County Charter. The Budget Director works closely with County Department Heads and senior departmental management staff in preparing their annual budgets reviews and evaluates and makes recommendations to the County Administrator and the Legislature regarding the fiscal impact of County programs of various budgetary actions. In execution of this responsibility, the incumbent plays an important role in policy formation as it relates to budget development. The work is highly confidential and complex, involving responsibility for the preparation of a wide variety of high level analytical and forecasting reports, including tax cap calculations and fringe rate calculations. The Budget Director is also responsible for the preparation and management of the County's Capital Budget. This position routinely utilizes a high level of computer skills including, but not limited to, eFinance Plus; Budget Track software; Excel Pivot Tables; word processing; graphic applications, spreadsheet programs, and complex database maintenance. This position regularly interacts directly with a diverse population, including Department Heads, Agency Directors, and Elected officials. The incumbent reports directly to the County Administrator and the work is performed under general supervision with considerable leeway allowed for the exercise of independent judgment in analyzing problems, providing customer service, and interfacing with County departments and external agencies. This work calls for a high degree of leadership and the ability to coordinate and integrate activities into a unified plan. The Budget Director is responsible for supervising the Budget Analyst and from time to time may supervise a small number of office clerical staff as assigned. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Works with Department heads, Agency Directors and the County Administrator in preparing the Administrator's Recommended Budget;
- Develops, maintains and coordinates updates for the Capital Program;
- Analyzes submitted budgets and provides budget analysis and recommendations to the Legislature and County Administrator;
- Prepares and produces the County budget documents, reports, projections and presentations for the Legislature, County Administrator and Deputy County Administrators;
- Interfaces the Budget Database with Department data-entry modules and the Pentamation system and captures the Legislature's budget deliberations; Issues policy statements to Departments as a guide in the preparation of budgets;
- Reviews historical data and creates models and projections for use in determining fiscal targets;
- Calculates projected mandated expenses for County departments;
- Participates in labor negotiations by assisting in the development of fiscal analysis of present and projected settlements;
- Independently carries out a wide variety of complex procedures and projects as defined by the County Administrator;
- Creates and maintains databases for the compilation of data and statistical analysis for the County Administrator and Legislators;
- Coordinates related materials for the Legislative Budget, Capital and Personnel Committee agenda;
- Provides executive support to County Administration, prepares Legislative resolutions as needed, provides technical support and training to co-workers, special projects, and grant administration;
- Provides advanced technical support to both the Deputy County Administrators and the County Administrator;
- Coordinates budget submittals, analyzes data, creates budget reports, maintains databases, and monitors capital spending;
- Coordinates and maintains the budget databases, processes, training, initial analysis, and preparation related to the County Administrator's recommended budget;
- Performs maintenance of the Capital budget and integrates it with the overall budget;
- Performs database design and assembling of data;
- Maintains complex records involved in major county and external projects.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough understanding of New York State budget accounts and the County's program budgeting systems;
- Thorough knowledge of the terminology, practices and procedures of a wide variety of micro-computing applications;
- Knowledge of basic website development
- Thorough knowledge of a wide variety of micro-computer applications such as computer spreadsheets, Excel Pivot Tables, word processing and database application programs;
- Thorough knowledge of the budget process and supporting programs;
- Thorough knowledge of complex analytical and statistical tools and techniques;
- Good knowledge of the organization, functions, laws, policies, and regulations of the County Legislature and County Administration;
- Ability to successfully work with multiracial and multicultural communities, including elected and appointed officials at all levels of Government, as well as private and non-profit agencies;
- Excellent written and verbal communication skills;
- Excellent listening skills;
- High level of skill, precision and manual dexterity in the operation of a personal computer and its related software programs;
- Ability to develop and maintain working relationships with a diverse internal and external workforce and community organizations;
- Ability to establish and maintain excellent relations with County Administrator, County Departments, and the public;
- Ability to handle challenging administrative assignments independently;
- Ability to multi-task, display good judgment in solving complex clerical, mathematical, statistical, and administrative problems;
- Ability to handle highly confidential information;
- Excellent judgment in preparing complex analytical and statistical reports;
- Accuracy, integrity, resourcefulness and good judgment are required;
- Ability to perform close detailed work involving considerable visual effort and strain;
- The employee's physical condition shall be commensurate with the demands of the position.

Created: 5/2021

B24