

**TOMPKINS COUNTY CIVIL SERVICE
VACANCY
Inclusion Through Diversity**

OPEN TO THE PUBLIC

**Tompkins County Department of Human Resources Office
125 E. Court Street
Ithaca, NY 14850
(607) 274-5526**

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

TITLE: Budget Director

SALARY: \$97,635yr (2024 Rate)

TYPE OF EMPLOYMENT: Full time

ISSUE DATE: 10/21/24

THE FINAL DATE TO FILE APPLICATIONS: 11/19/24

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 11/20/24

RESIDENCY WAIVED

Please submit a cover letter and resume.

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

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FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries or any similar devices are prohibited. You may not bring books or other reference materials.

CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE: When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application.

ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850