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DIRECTOR, BUDGET OFFICE

Nature of Work

Under the administrative direction of the Secretary of the Department of Revenue, performs at the highest administrative level in directing, planning, organizing, and coordinating the budget planning and budget operations for all state agencies. Through subordinate managers, oversees the development of procedures and guidelines for the preparation of the Executive Budget, and for the execution of the budget throughout the fiscal year; oversees the monitoring of daily cash balances, receipts, payrolls, and expenditures by state agencies.

Examples of Work

Oversees the development of procedures and guidelines for use by agencies in the preparation of annual budget requests and expenditure schedules; supervises the scheduling and conduct of agency budget hearings.

Under direction of the Secretary of Revenue, prepares the Governor's Executive Budget for presentation to the State Legislature.

Oversees the maintenance of computerized budget systems in monitoring receipts and expenditures. Participates in the development and implementation of a statewide management accounting system to improve the planning, reporting, and control of state expenditures.

Oversees the preparation and analysis of revenue projections and revenue collection reports; oversees the preparation and analysis of other financial and cash flow statements.

Oversees the conduct of special studies related to the analysis and planning of state revenues and related budget matters.

Knowledge, Skills and Abilities

Knowledge of the state accounting/fiscal system and budget cycle.

Knowledge of the organization and function of the various agencies of state government.

Knowledge of planning and systems analysis techniques.

Knowledge of the current methodologies in budget planning and analysis.

Knowledge of the principles of accounting.

Skill in the use of system analysis techniques.

Ability to develop and implement complex budget analysis procedures.

Ability to communicate effectively, both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, agency officials and public officials.

Minimum Qualifications

Training: Graduation from an accredited four-year college or university with a major in accounting, business or public administration, economics, finance, computer science or planning.

Experience: Seven (7) years of full-time or part-time equivalent paid experience in budget planning and preparation at the state, federal or comparable level, or in business administration or accounting, two of which must have been in a supervisory or administrative capacity.

Substitution: A Master's degree in public or business administration, economics, finance, or computer science may substitute for one year of the required experience.

Established: 11/15/2007

Effective: 12/01/2007