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DEPUTY DIRECTOR, STATE BUDGET OFFICE

Nature of Work

Under limited direction performs complex administrative work assisting the Director of the State Budget Office in planning, organizing, directing and managing the Budget Human Resources Management or Budget Finance functions. The positions have wide latitude for the exercise of independent judgment and will act as a principal adviser to the Director as well as to the Office of the Cabinet Secretary for the Department of Revenue. Assists in budget planning and budget operations for all state agencies, daily expenditures of state agencies and management accounting system for state government. Performs related work as required.

Examples of Work

Assists in overseeing all operations and functions of the State Budget Office in area of assignment to assure that all duties and responsibilities of the unit, as described in the West Virginia Code and corresponding Administrative Rules and policies, are performed.

Recommends and oversees the development of procedures, and guidelines for use by agencies in the preparation of annual budget requests and expenditure schedules.

Assists the Director in the preparation of the Governor's Executive Budget for presentation to the state legislature.

Recommends and oversee the development of procedures, rules, policies and guidelines governing the operation of the unit and the State Budget Office.

Assists the Director in the preparation of any documents or information requested by the Governor's Office, the Office of the Cabinet Secretary, the legislature, the legislative auditor and/or any other state, federal or public or private entity.

Assists the Director in the day-to-day operation of the State Budget Office.

Plans, organizes, directs, supervises and manages the established functions of the assigned unit and of subordinate staff.

Recommends and oversees preparation of legislation and administrative rules consistent with the mission of the State Budget Office.

Recommends and oversees proposals and presentations to the State Personnel Board.

Serves as liaison with legislators, other state officials, State Personnel Board, federal officials, public or private entities and attorneys.

May manage the day-to-day operation of the State Budget Office in the Director's absence.

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Knowledge, Skills and Abilities

Knowledge of state and federal law, as well as standards of principles, practices, methods and procedures used in human resources, employment relations and human resource management.

Knowledge of the law, rule and policies of the State Budget Office as they relate to the area of assignment and other state agencies.

Detailed knowledge of the organization and functions of the State Budget Office.

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

Knowledge of principles and techniques of management including organization, planning, staffing, training, controlling and reporting.

Knowledge of the legislative process and the rule making process.

Ability to draft law, rule and policy.

Ability to plan, initiate, implement and evaluate programs, proposed legislation, laws, rules and policies.

Ability to direct and coordinate division functions and activities, including ability to supervise and manage staff.

Ability to establish and maintain effective working relationships with other professionals, employees, the general public, agency officials, public officials and federal officials.

Ability to effectively communicate both orally and in writing.

Minimum Qualifications

Training: Bachelor's degree from an accredited college or university with a major in Accounting, Business or Public Administration, Economics, Finance, Statistics/Mathematics or Human Resources Management.

Substitution: A Master's degree in Public or Business Administration, Economics, Finance or Computer Science may substitute for 2 years of the required experience.

Experience: Five (5) 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, one of which must have been in a supervisory or administrative capacity.

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Areas of Assignment

Budget Finance

Budget Human Resources Management

Established: 06/16/2016

Effective: 07/01/2016