



MARCH 2026
FLSA: EXEMPT
Bargaining Unit: UM
JCN: 0142

CHIEF BUDGET OFFICER

DEFINITION

Under administrative direction, plans, organizes, and coordinates activities to support the Chief Administrative Officer (CAO) in the overall administration of County government; provides policy guidance and ensures effective collaboration among County departments; leads and manages the County's annual budget development process including analysis, preparation, and monitoring to align resources with strategic priorities; facilitates interdepartmental coordination to promote efficiency and consistency in operations; fosters cooperative working relationships with civic groups, intergovernmental agencies, and County staff; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned executive or management staff. Exercises general supervision over supervisory, professional, technical, and administrative support staff, either directly or through subordinate levels of supervision.

CLASS CHARACTERISTICS

This is a single-position executive management classification assigned to the Chief Administrative Office with a responsibility for developing and monitoring the county budget throughout the fiscal year and conducts multi-year financial forecasting; prepares and maintains short and long-term financial plans. The incumbent may represent the County in meetings with other agencies, boards, commissions, and community groups. The incumbent may be assigned to manage or oversee programs or divisions and perform the duties of subordinate staff. Successful performance of the work requires knowledge of public policy, as well as municipal functions and activities, including the role of an elected Board of Supervisors (Board), and the ability to develop, oversee, and implement projects and programs in variety of areas. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the County's goals and objectives within general policy guidelines.

This classification is distinguished from the Principal Management Analyst by the overall accountability, responsibility, and administrative and fiscal impact on the County.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

- Coordinates the County's annual budget process, including analysis of department requests, staffing proposals, fee structures, and revenue sources.
- Monitors and administers the budget throughout the fiscal year; prepares periodic reviews and reconciles issues related to County funds.
- Conducts multi-year financial projections and develops short- and long-term financial plans.
- Reviews agenda items and budget transfers for compliance with County goals and policies.
- Presents budget recommendations to the Board of Supervisors during public hearings and special meetings.
- Assists the Chief Administrative Officer in planning, organizing, and administering County operations.

- Provides leadership on interdepartmental matters and major functional areas, including policy development and recommendations.
- Consults with elected and appointed department heads on policy, administrative, and operational issues.
- Monitors and evaluates operations of assigned departments for policy, fiscal, and operational impacts.
- Reviews, develops, and coordinates implementation of new systems, projects, programs, and procedures.
- Coordinates activities, programs, and projects involving multiple departments and internal service functions.
- Represents the Chief Administrative Office on boards, task forces, committees, and with other public agencies.
- Analyzes complex administrative and fiscal proposals; verifies financial records and reports.
- Prepares technical and administrative reports; drafts written correspondence.
- Makes recommendations on organizational structure, staffing, facilities, equipment, cost analysis, productivity, and policy modifications.
- Provides supervision and support over selected policy, operational, personnel, and fiscal matters within the Chief Administrative Office.
- May manage or supervise departments, activities, and subordinate staff on a continuous or intermittent basis.
- Assumes responsibility for the Chief Administrative Officer in the event of the absence of both the Chief Administrative Officer and the Assistant Chief Administrative Officer.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, practices, and methods of County budget development, administration, and accountability.
- Fiscal management, cost accounting, public funding sources, and contract administration.
- Funding sources impacting program and service development.
- Principles and practices of policy development, implementation, and evaluation.
- Principles and practices of organizational analysis and management.
- Techniques for working with groups and fostering effective team interaction.
- Principles and practices of public administration and county government operations.
- Applicable federal, state, and local laws, regulations, ordinances, and policies relevant to County administration.
- Current social, political, and economic trends affecting county government and service delivery.
- Principles and practices of employee supervision, including work planning, evaluation, discipline, and staff training.
- Techniques for effectively representing the County with government agencies, community groups, and professional organizations.
- Principles of customer service and methods for building positive relationships with the public and staff.
- Structure and content of the English language, including grammar, composition, and spelling.
- Computers and software programs (e.g., Microsoft Office Suite) for analysis, reporting, and documentation.

Ability to:

- Coordinate and administer complex operations and projects.
- Conduct administrative and financial analyses and recommend and implement effective course of action.
- Prepare and administer a budget.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- Interpret and explain various policies and procedures.
- Analyze budget and technical reports and problems, interpret and evaluate staff reports; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
- Effectively represent the department and the County in meetings with governmental agencies; community groups; various business, professional, and regulatory organizations; and in meetings with individuals.
- Gain cooperation through discussion and persuasion.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination.
- Use computer systems, software applications, and modern business equipment to perform a variety of work tasks.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying; however, education may not solely substitute for the required experience.

Possession of a bachelor's degree from an accredited four-year college or university with major coursework in Public Administration, Business Administration, Accounting, Finance, or a closely related field;

AND

Four (4) years of progressively responsible experience in administration, management, budget, or other governmental analytical work, one year of which must have been at a level equivalent to a Principal Management Analyst in El Dorado County or similarly complex organization.

A master's degree in a related field is preferred, and may substitute for one year of the required experience, excluding experience at the level of the Principal Management Analyst.

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, and to operate a motor vehicle to visit various County and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties, as well as push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds with the use of proper equipment. Reasonable accommodation will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees predominantly work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions during emergency situations or while interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be available to attend meetings outside of normal working hours and work extended hours, including weekends and holidays as needed.