

CHIEF BUDGET OFFICER**DEFINITION**

Under general policy direction of the Chief Administrative Officer and in accordance with County ordinances, assists in the administration of the county; develops and maintains the county's annual budget; is responsible for a major functional area including policy recommendations; assists with interdepartmental and intergovernmental programs or projects; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This class has overall responsibility for developing and monitoring the county budget throughout the fiscal year; conducts multi-year financial forecasting; prepares and maintains short and long-term financial plans. This class works under the direction of the Chief Administrative Officer, and emphasizes overall management skills required in the performance of complex management assignments. The incumbent has considerable latitude for the exercise of independent judgment and decision making, particularly when representing the County in meetings with other agencies, boards and commissions and community groups. This classification is distinguished from the next lower classification of Principal Analyst by the overall accountability, responsibility and administrative and fiscal impact on the County.

EXAMPLES OF DUTIES (Illustrative only)

- Coordinates the County budget process; analyzes department requests, staffing proposals, fee structures and revenue sources.
- Monitors the budget throughout the fiscal year; prepares periodic budget reviews; clarifies and reconciles issues relating to County funds.
- Conducts multi-year financial projections; prepares and maintains short and long-term financial plans.
- Reviews agenda items and budget transfers to assure compliance with County goals and policies.
- Appears before the Board of Supervisors to present budget recommendations during public hearing and special meetings.
- Assumes responsibility for a major functional area including policy recommendations.
- Assists the Chief Administrative Officer with interdepartmental and intergovernmental programs or projects; provides technical, financial and administrative assistance to departments and other appropriate agencies.
- Provides leadership on matters having interdepartmental application.
- Analyzes complex administrative and fiscal proposals; reviews and verifies various financial records and other reports.
- Makes recommendations which may include such areas as organizational structure, staffing, facilities, equipment, cost analysis, productivity or policy or procedure modifications; negotiates effective solutions with department heads.

QUALIFICATIONS

Knowledge of:

- Principles and practices of budget development and administration.
- Funding sources impacting program and service development.
- Principles, practices and program areas related to County activities and functions.
- Applicable legal guidelines and standards affecting the administration and operation of County government.

Skill in:

- Analyzing complex and sensitive administrative, budgetary, operational, economic, political and organizational problems, evaluating alternatives and reaching sound conclusions.
- Define problem areas and participate in the collection, interpretation and evaluation of major county projects and programs; define and select alternatives; conceptualize and project the consequences of decisions and/or recommendations; plan coordinate, and initiate action necessary to implement recommendations or decisions.
- Prepare and present comprehensive reports and recommendations.
- Representing the County effectively in meeting with governmental agencies, community groups, boards and commissions, and the public.
- Communicating clearly and effectively, both verbally and in writing

Minimum Qualifications:

Where college degrees and/or college course credits are required, degrees and college units must be obtained from an accredited college or university. Courses from non-accredited institutions will not be evaluated for this requirement.

Education and Experience:

A Bachelor's Degree with a major in Public Administration, Business Administration, Accounting, Finance, or a closely related field; and four 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 Administrative 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 Administrative Analyst.

Other Requirements:

Must possess a valid driver's license. Individuals who do not meet this requirement due to physical disability will be reviewed on a case by case basis.

NOTE: The above qualifications are typically accepted ways of obtaining the required knowledge and skills.