

Budget Director

DESCRIPTION OF WORK: Positions in this banded class manage an accounting, audit, budget and/or business program within an agency or university of considerable scope, complexity and/or hierarchical depth. Employees oversee a fiscal program or major components of an agency or university fiscal program, assist top management with budget and strategic planning, organizing business functions, and/or quality assurance.

Employees in this class report to a higher level Fiscal Executive or top administrator, and represents the fiscal program with the management team as needed

EXAMPLES OF COMPETENCIES:

Planning and Organizing Work: Demonstrated ability to develop plans to accomplish work operations and short-range goals and objectives. Participates in planning strategies to meet long-range goals and objectives. Arranges and assigns work to use resources efficiently. Coordinates all administrative and technical services provided. Participates in planning and implements changes in operations. Establishes work unit operating standards and procedures to comply with state and federal rules and regulations and agency/university practices, procedures and principles governing the fiscal program.

Program Management: Demonstrated ability to technically oversee all services supervised. Recommends changes to standards of practice for fiscal work performed. Demonstrated ability to focus on appropriate issues, consult with others, and deal with potential impact of a decision. Demonstrated ability to think independently.

Human Resources Management: Demonstrated ability to oversee the recruitment, selection, development, coaching, counseling, disciplining and evaluation of employees in the assigned work area. Retains a diverse workforce. Observes and assesses work; provides feedback; may provide technical supervision; plans and supports employees in career development opportunities. Considerable knowledge of human resources policies and procedures.

Career and/or Talent Development: Demonstrated ability to plan and support the development of others using a competency based system. Ensures that staff is properly trained.

Strategic Planning: Demonstrated ability to establish and commit to a course of action in order to accomplish short-range goals, in coordination with the vision of the agency or university.

Business Administration: Demonstrated ability to evaluate and allocate resources, plan procurement and oversee budget and contracts to ensure fiscal stability of the agency or university.

Professional Knowledge: Thorough knowledge of professional fiscal theory, techniques, practices and procedures, in the area of assignment; thorough knowledge of the fiscal area of assignment and skills in applying these knowledge in a review; thorough knowledge of state and federal rules and regulations governing the fiscal program; thorough knowledge of agency/university practices, procedures and principles.

MINIMUM TRAINING AND EXPERIENCE: Bachelor's degree in business administration, public administration, or related business area and five years of administrative experience involving participation in the planning and management of a business or governmental program; or equivalent combination of training and experience. All degrees must be received from appropriately accredited institutions.

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Special Note: This is a generalized representation of positions in this class and is not intended to identify essential work functions per ADA. Examples of competencies are primarily those of the majority of positions in this class, but may not be applicable to all positions.