

**MONO COUNTY**  
**BUDGET OFFICER**

**DEFINITION:**

Under general direction of the County Administrative Officer, participate in and direct the development, preparation and monitoring of the County budget; provide highly responsible and complex administrative and financial support to the County Administrative Officer, Board of Supervisors and County Departments; to plan, direct, coordinate, review and participate in fiscal and administrative activities and special projects; to develop and implement policies and procedures affecting the County budget and related aspects; and to perform other related duties as required.

**DISTINGUISHING CHARACTERISTICS**

This single position classification professional position is responsible for developing and managing the County-wide budget, including ongoing reviews and the reporting process, and for a variety of administrative policies and procedures related to budget, fiscal, and administrative practices, and processes. The position also provides liaison with and support to departments in all phases of budget development, implementation, and ongoing review. The class is distinguished from that of an Analyst or Fiscal Technical Specialist by the latter's performing advanced analyst-level budget analysis, financial and administrative reports, and coordination with Department Heads and staff relating to special budgetary, financial, and administrative projects.

**SUPERVISION RECEIVED AND EXERCISED** Receives general supervision from the County Administrative Officer (CAO). May exercise supervision or lead direction over professional, technical, and clerical employees.

**EXAMPLES OF ESSENTIAL DUTIES**

Duties may include, but are not limited to, the following:

- Manage and coordinate County budget preparation, development, reviews, publication, and monitoring; review final budget presentation with justifications; and perform budget preparation and analysis.
- Advise County Administrator and Departments of possible budget deviations and variances, problems, and events likely to impact operations; analyze and explain causes; and measure impact on department mission and resources and operations.
- Advise and Consult with Departments on issues related to budget preparation, analyses, presentation, and review; analyze and review departmental budgets, provide recommendations and alternative solutions to department(s), assist in reframing departmental budgets to better reflect the goals and objectives of the County. Support

departments regarding sensitive and complicated fiscal, policy and program issues and efforts.

- Coordinates and tracks, with Human Resources and Finance, the County's Position Allocation List to ensure budget properly expresses staffing of County departments.
- Lead the construction of fiscal forecasts and estimates for revenue and expenditure projections; provide alternative budget scenarios for discussion and finalize budget in accordance with County Administrator and Board of Supervisors' direction and input.
- Create and maintain working spreadsheets and statistical reports for budget analysis; implement necessary adjustments; and maintain fiscal controls. Coordinate, with departmental budget teams, the tracking of budget variances. Ensure that proper and generally accepted budget and fiscal accounting practices are being followed in accordance with Mono County Budget Policy.
- Support departments in creating effective and appropriate budget and fiscal-related agenda items, memoranda, and correspondence for the County Administrative Officer and Board of Supervisors' review; advise and assist departments in the development of appropriate explanations, documentation, and justification to support budget related agenda items.
- Lead county departments in preparing agenda items and budget adjustments for presentation to the Board of Supervisors and other key officials as needed.
- Provide, as assigned, direction to professional, technical and clerical staff.
- Assist County Administrative Officer in employee compensation and benefit costing and management, provide technical support to County bargaining team for labor contract costing, provide financial reports relating to human resources costs as directed by County Administrative Officer.
- Oversee, coordinate, gather data and participate in research and analyses on a variety of budget and financial issues and topics; perform extensive review of related issues through interviews, correspondence, reading and other research methods; prepare highly detailed, comprehensive reports relating findings to the specific needs and concerns of the County; provide recommendations to the County Administrative Officer and Board of Supervisors
- Oversee, coordinate, and participate in special project(s) and /or program(s) as directed by the County Administrative Officer and serve as the subject matter expert; develop implementation strategies and monitor the status of assigned program(s) and/or project(s); provide leadership and direction to interdepartmental team members; prepare related reports, correspondence, and memoranda, and make presentations that include recommended action to the County Administrative Officer and Board of Supervisors

- Review and make recommendations regarding a wide variety of proposals, contracts and other actions related to in-depth budgetary, organizational, staffing, service delivery and policy analysis.
- Develop and maintain current expertise in designated specialty areas; monitor current events and changes to laws, analyze and report on the impact of pending federal and state legislation having potential significant fiscal impact on the County.
- Prepare and present responses as directed, and/or recommendations in response to budget and fiscal related questions, issues or concerns related to project(s), program(s) and other specialty areas.
- Recommends financial, fiscal, and administrative actions including grants administration and funding to County Administrator and Departments in order to improve County operations.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of:

- Principles and modern methods of public and business administration as related to public finance, budgeting and fiscal control including forecasting and financial analysis in a public agency
- Principles of management analysis and organizational design necessary to manage, analyze, recommend, and evaluate budget proposals
- Methods and techniques of accounting and financial analysis as approved under Generally Accepted Accounting Principles (GAAP)
- Techniques of planning and reporting budgetary analysis and review
- Principles, programs, and practices of California local government fiscal management and budget control including knowledge of California budgetary laws and regulations
- Principles and practices of fiscal, statistical, and administrative research and report preparation
- Long range financial projecting and forecasting techniques, and public financing methods
- Principles and practices of project management and employee supervision/lead direction; including work planning and staff training
- Organization, function, and administrative structure of public agencies, including the role of an elected Board

- Data analysis and statistical representation techniques as well as computer applications related to the work, including spreadsheets, word processing, database applications, and basic methods of graphic presentation
- Standard and accepted English usage, spelling, punctuation, and grammar
- Standard and accepted modern research and data collection techniques, including the use of surveys and questionnaires
- Basic concepts of employee relations in a public agency setting
- Pertinent local, state, and federal laws, guidelines, regulations, and statutes

Ability to:

- Direct and manage advanced administrative, fiscal, and operational activities
- Develop monitor and implement a complex annual budget for a public agency
- Define and resolve problems; collect, analyze interpret and evaluate a variety of data, budget and technical reports; interpret and evaluate staff reports; problem-solve operational and technical policies and procedures; Develop and administer policies, guidelines and procedures
- Communicate financial information to management and staff in a simple, concise and effective manner
- Perform complex mathematical and statistical calculations accurately
- Analyze and make sound recommendations on complex financial data
- Prepare clear, concise, and comprehensive financial analyses, reports, and written materials as well as charts, tables, and presentation materials
- Exercise independent analysis and judgment in solving difficult and complex administrative, management, and technical problems
- Perform and direct performance of complex/advanced financial analytical functions
- Exercise sound, independent judgment, within general policy guidelines including review and approval of budget changes, within delegated limits and consistent with County policy and procedures
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals
- Represent the County effectively in meetings with staff and public, with groups and/or individuals, including making effective oral presentations

- Monitor proposed state and federal budgetary or legislative actions to identify potential impact to the County's fiscal situation
- Read, analyze, evaluate, and summarize written materials and statistical data including reports, financial reports and budgets
- Maintain current knowledge of budget and fiscal laws and regulations
- Plan, supervise and evaluate on a lead basis the work activities of professional, technical, and clerical staff
- Prepare reports, statistical data, forms, presentations, questionnaires, and surveys
- Interpret and apply pertinent local, state, and federal laws and regulations
- Analyze situations quickly, accurately, and objectively, apply appropriate elements of decision-making and determine the proper course of action
- Use of a computer, calculator, telephone, facsimile machine, scanner, and photocopy machine
- Communicate clearly and concisely, both orally and in writing
- Establish and maintain effective working relationships with those contacted in the performance of required duties
- Work under minimal supervision with extensive latitude for the use of initiative and independent judgment
- Obtain information through interview and discussion process; successfully accomplish multiple assignments; and deal firmly and courteously with the public in a tactful and effective manner

#### **TYPICAL WORKING CONDITIONS**

Mobility to work in a standard office environment or remote work location, use standard office equipment and travel to various work sites; vision to read printed materials and a computer screen; and hearing and speech to converse over the telephone and in person. Work is performed in an office environment, continuous contact with staff and the public. May occasionally require evening and/or weekend work.

#### **MINIMUM EDUCATION, TRAINING AND EXPERIENCE**

Education: Graduation from a four- year college or university with major coursework in business or public administration, public policy or a field related to the work; A master's degree in business, public administration or a related field is desirable; and

Experience: Four years performing professional level budgetary analysis experience in budgeting, accounting, finance in a public and/or governmental agency

**SPECIAL REQUIREMENTS:** License or Certificate: Possession of a valid California driver's license