

DEPUTY BUDGET DIRECTOR*

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional accounting work involving responsibility for assisting in the planning, preparation and administration of the annual operating and capital budget of the County of Rockland. In addition, an incumbent of this position will act generally for and in place of the Budget Director. The work is performed under the general supervision of the Budget Director with wide latitude for making independent decisions. Supervision is exercised over a number of clerical and professional personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, develops, implements and monitors County fiscal operations, including budgetary systems in accordance with applicable statutory provisions and sound accounting practices;
Develops, prepares, recommends and administers the County budget;
Consolidates budget requests and presents them to the County Executive for consideration;
Meets with department heads and/or their representatives to discuss and/or resolve problems, explain County and Budget Office policy, review figures, etc.;
Prepares or supervises the preparation of surveys, analysis and/or reports of County departments as requested by the County Executive;
Implements legislative resolutions, policy decisions, orders and local laws affecting County fiscal affairs;
Makes recommendations to the Budget Director concerning the fiscal practices, policies and procedures relating to the County;
Administers budgetary control by authorizing periodic allocations and transfers of budget items;
Meets with the Budget Review Committee on a regular basis to explain and advise on all matters concerning the proposed budget and on other matters before it for consideration;
Provides advice, guidance and recommendations with regard to fiscal effect of projected policy and program developments;
Performs other duties relating to the County's fiscal operations as directed by the County Executive;
Acts for and in place of the Budget Director in his/her absence or inability to act.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of budget preparation and administration; thorough knowledge of fiscal operations including accounting principles, practices and techniques, particularly as they related to government; good knowledge of the principles and practices of administration; ability to exercise general administrative direction over budgeting functions; ability to supervise and prepare a variety of statistical and accounting reports, including some that are complex; ability to work independently within the scope of general direction; ability to understand and interpret a variety of complex written materials including statistical and accounting reports; ability to act effectively for and in place of the Budget Director.

MINIMUM QUALIFICATIONS: Qualifications determined by the appointing authority.

*This reflects a retitling of Deputy County Budget Officer.