

## **SENIOR BUDGET SPECIALIST**

**DISTINGUISHING FEATURES OF THE CLASS:** This is specialized professional budget work primarily involving responsibility for a variety of budget analyses and for the fiscal management of County contracts. The work differs from that of a Budget Specialist in the independence of decision-making and in the complexity of assignments. The work is performed under the supervision of the Budget Director and work guidance (e.g. lead work) may be provided to others. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Oversees and participates in the fiscal management of County contracts;  
Posts year-end contract rollovers;  
Acts as liaison with not-for-profit agencies by coordinating the flow of information among County departments, maintaining a database, preparing reports, etc.;

Prepares a variety of budget analyses, recommendations and summaries for County departments;  
Prepares proposed and adopted capital budgets and monitors the fiscal status of same;  
Prepares and maintains a master database of resolutions and posts legislative actions having budgetary impact;  
Reviews, analyzes and makes recommendations for requests for bond authorizations;  
Posts quarterly salary charges for County departments;  
Represents the Budget Director at meetings, as necessary.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of the principles, practices, methods and techniques of public budget preparation and monitoring; thorough knowledge of the functions and procedures of County departments, especially as they relate to capital projects and grant management; ability to understand and interpret written material, especially as it pertains to budget-related projects; ability to prepare a variety of reports; ability to communicate effectively, both orally and in writing; ability to establish and maintain cooperative relations with others.

**MINIMUM QUALIFICATIONS:** Possession of a Bachelor's degree in Business Administration, Finance, Marketing, or comparable curriculum and either:

1. Four (4) years of technical municipal budget experience, or
2. Four (4) years of municipal accounting experience, or
3. Any combination of experience outlined in 1. or 2. above

**PROMOTION:** Two (2) years of permanent status as a Budget Specialist.

R.C.D.P. (05.19.2008) 04.10.2015  
Competitive

09.24.2024 New York State Civil Service approved Non-competitive title in the NY HELPS Program.