

## **DEPUTY DIRECTOR OF THE OFFICE OF MANAGEMENT AND BUDGET**

**DISTINGUISHING FEATURES OF THE CLASS:** This position assists the Director of the Office of Management and Budget in the preparation and administration of the overall county budget with individual responsibility for assigned departments and programs. The incumbent has responsibility for researching and analyzing complex factors impacting the county budget and participates in contract negotiations, including but not limited to collective bargaining agreements, lease negotiations and budget preparations that contain proposed policies of the administration. Work is performed under the general direction of the Director of the Office of Management and Budget with wide leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision may be exercised over subordinate staff. The incumbent has the authority to act generally for and in place of the Director of the Office of Management and Budget. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Reviews budget procedures and systems and makes recommendations for changes to improve efficiency and cost control;  
Analyzes departmental budget estimates and justifications when preparing operating expenditures for the fiscal year;  
Analyzes program plans of operating agencies in relation to workload trends, cost factors, cost data from previous years and the nature of services provided;  
Analyzes and develops long-range plans for the capital program to determine the cash flow needs and fiscal impact of the plan;  
Cooperates with administrators, personnel, and organization and management staff in the development of coordinated plans for program and policy changes;  
Performs financial studies, and determines the feasibility of initiating new programs and expanding existing services;  
Develops cost estimates for the initial funding of projects, including future operational costs such as staffing and fixed asset levels;  
Oversees the cash management functions for the County;  
Prepares a variety of financial and statistical reports to comply with Federal and State requirements and to provide pertinent information to County officials;  
Prepares studies and reports which provide information needed to adequately review and analyze budget issues;  
Reviews and recommends account structures for new or reorganized departments to facilitate financial reporting of both operating and capital budgets.

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

Thorough knowledge of the principles and practices of modern public budgeting, including budget preparation, cost

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analysis, monitoring and forecasting of expenditures and program evaluation;

Thorough knowledge of the principles and practices of modern public/government fiscal administration, including internal auditing, accounting and fiscal management;

Thorough knowledge of financial administration including budgeting and reporting;

Thorough knowledge of governmental programs, operations, goals and objectives;

Good knowledge of the principles, practices and terminology of general and governmental accounting and public administration as applied to the budget process;

Good knowledge of office terminology, practices and procedures;

Ability to establish working relationships and interact with management, county departmental staff, elected officials, appointed officials, and other governmental agencies;

Ability to prepare and analyze complex financial and statistical records, reports and financial statements;

Ability to prepare and present complex oral and written reports clearly and concisely;

Ability to plan and direct the work of others;

Ability to perform complex mathematical calculations;

Ability to operate a computer terminal;

Ability to perform close, detail work involving considerable visual effort and strain;

Good judgment.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree and one year of experience in accounting, fiscal management, analyzing budgets, administering a grant program, or auditing; or
- B) Completion of a minimum of 60 semester credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees regionally accredited or New York State registered college or university and three years of accounting, fiscal management, analyzing budgets, administering a grant program, or auditing; or
- C) An equivalent combination of training and experience as defined by the limits of A) and B) above.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.