

SENIOR BUDGET CONSULTANT

Y-205
Exempt
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DISTINGUISHING FEATURES OF THE CLASS: The work involves the preparation, execution and control of the Erie County Budget. The incumbent's responsibilities include assisting in the preparation, execution and control of the County budget, the examination and review of County administrative organization and methods, and any other work of the department. Acts for the Director of Budget and Management during his absence and as required. Prepares reports as requested by the Director of Budget and Management, reviews budget forecast reports comparing budgetary accounts to actual, and advises as to the status of the accounts in a written report. Work is performed under the general direction of the Director of Budget and Management. This position involves substantial independent action in the collection of data and formulation of proposals, and works closely with the Director of Budget and Management in the formulation of administrative and fiscal policies of the County. Supervision is exercised over a number of employees in the preparation and administration of the budget. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists in the consolidation of budget requests for presentation to the County Executive;
Works closely with the Budget Director in the formulation of fiscal and administrative policies of the County;
Plans and supervises details of the preparation, analysis and control of the County Budget;
Attends hearings and makes investigations in relation to the preparation and control of the budget and other activities of the department;
Participates in committee or other activities as a representative of the Budget Director and occasionally for the County Executive, or in an auxiliary capacity (Secretary of Capital Projects Committee, Secretary to various other committees appointed by County Executive, and Budget Director);
Works closely with other staff departments for the purpose of coordination with Budget Department functions;
Makes special study investigations as directed by the Budget Director;
Explains the budget and County activities to representatives of citizens' groups, other governments, the press, etc.;
Represents the County at meetings with other governments, business firms, etc.;
Acts for Budget Director as required;
Develops guidelines controlling cost allocation of services performed and "charge-back" procedure in services rendered.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the principles and practices of modern public budgeting and finance; thorough knowledge of the principles of public administration and administrative management; good knowledge of modern economic principles; ability to analyze significant trends in operations from detailed records and factual materials; ability to deal effectively with other officials; initiative; good judgment; resourcefulness; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in business or public administration, management or accounting and seven (7) years of experience in budgetary and financial control or administrative management activities, four (4) years of which shall have been in a public agency.

NOTE:

Graduation from a regionally accredited or New York State registered college or university with a Master's degree in business or public administration management or accounting may be substituted for one year of the required generalized experience.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements.