



Classification Title	Budget and Performance Administrator	Code	168100
Department	Finance	FLSA	Exempt
Pay Range	Executive 06	Represented	No

GENERAL SUMMARY

With direction from the Budget Manager, the Budget and Performance Administrator is a working manager responsible for directing and managing a team responsible for substantive budgeting, performance management reporting and analytics, preparation, presentation, and implementation of the County’s budgets, budgeting systems, and procedures.

SERIES CONCEPT

This is a one-incumbent classification in the County’s Finance Department that oversees the day to day creation, presentation, implementation, and administration of the county’s \$2 billion biennial budget.

ESSENTIAL DUTIES & PRIMARY RESPONSIBILITIES

Essential functions are the basic job duties that an employee must be able to perform, with or without reasonable accommodation. This list of essential functions is intended to be representative of the duties performed within this classification. The omission of a function does not preclude management from assigning essential duties not listed if such duties relate to the position.

- Direct, manage and lead a team that: Coordinates and compiles the County’s biennial budget and supplemental budgets then implements and administers the County’s adopted budgets;
- Prepares expenditure and revenue projections; provides staffing costs and salary projections; reviews County contracts for fiscal integrity and available funding; and evaluates program effectiveness.
- Prepares accountability and performance reports, including impact and outcome reviews of County initiatives, projects, and programs.
- Prepare materials for presentations to the Executive, Council, and public.
- Provides leadership to county departments in the development of data-driven performance measures and benchmarks to support the County’s strategic plan, goals, and budget.
- Researches and implements best practices in strategic planning and performance management.
- Provides guidelines and technical expertise to County staff.
- Manages and leads multiple reporting processes, using various reporting tools.
- Provides leadership for cross-department and County-wide projects such as designing, configuring, testing, and implementing financial system modules.
- Produces complex spreadsheets, models, forecasts, and cost calculations.
- Serves as a primary financial resource to staff in other County departments.
- Performs the full scope of budget and performance analyst duties.
- Designs and delivers training to County employees in budget and performance management.
- Recommends and implements changes to budget and performance management systems and procedures.
- Maintain regular and predictable attendance during regularly scheduled work hours at assigned worksite or remotely as appropriate.



Other Job Functions

- Perform other job functions as assigned.

MINIMUM QUALIFICATIONS

Education and Experience

Bachelor's degree in Finance, Budgeting, and/or Accounting, Public/Business Administration or a related field and five (5) years of experience in governmental budgeting and/or performance management or experience that clearly demonstrates the ability to perform the functions of the job.

Licenses or Certifications

OTHER JOB REQUIREMENTS

Must meet travel requirements to attend meetings at various locations. Must authorize and complete a background check prior to employment. Work a flexible schedule, to include evenings, weekends, holidays.

PREFERRED QUALIFICATIONS

Previous supervisory and managerial experience is highly preferred. Master's Degree or additional coursework and/or certifications in finance and budgeting is desirable.

SUPERVISION

Work is performed with considerable latitude for independent judgment. Work requires managing and monitoring work performance by directing employees in a division including making and recommending decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness and realigning work and staffing assignments as needed.

COMPETENCIES

Knowledge of:

- Effective management and leadership techniques.
- Principles, concepts and practices in government budgeting and accounting involving fiscal controls, budget management, strategic planning, performance management, reporting and assessment.
- Methods and materials used to prepare revenue and expenditure projections.

Skill in:

- Working with a variety of individuals from diverse backgrounds.
- Establishing and maintaining working relationships with other County employees and officials, legislative representatives, representatives from other governmental agencies, interested citizens, and others
- Investigate and analyze situations quickly and objectively and determine a proper course of action.
- Use appropriate independent judgment to make decisions.
- Training and overseeing staff in their proficient use of systems software, spreadsheet software and computers.
- Use of independent judgment and effective decision-making and problem solving.
- Leading professional research, analytical, and policy staff.



- Analysis and appropriate interpretation of policies, rules and procedures.
- Working with a variety of individuals from diverse backgrounds.

Ability to:

- Oversee a team that applies sound business, analytic, and financial acumen.
- Develop and monitor large complex operational and capital budgets with multiple funds.
- Explain clearly, verbally and in writing, information of a technical and financial nature.
- Understand and follow written and verbal instructions – and give written and verbal direction to professional staff as needed.
- Effectively coordinate, perform and complete multiple duties and assignments concurrently and in a timely manner.

WORKING ENVIRONMENT/CONDITIONS

The work environment and exposures described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposures	Frequency Working in Designated Environment
Individuals who are hostile or irate	Seldom or Never
Extreme cold (<i>below 32 degrees</i>)	Seldom or Never
Extreme heat (<i>above 100 degrees</i>)	Seldom or Never
Communicable diseases	Seldom or Never
Moving mechanical parts	Seldom or Never
Fumes or airborne/blood borne	Seldom or Never
Toxic or caustic chemicals or substances	Seldom or Never
Loud noises (<i>85+ decibels such as heavy trucks, construction</i>)	Seldom or Never

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The position is generally sedentary. Employee sits most of the time; may walk or stand for brief periods. Physical activities required include finger dexterity necessary to operate equipment in this position, talking, seeing, walking, sitting, bending/stooping, pushing/pulling and any unassisted lifting associated with performing the essential functions.