

**PASCO COUNTY**

Human Resources Department
8731 Citizens Drive, Suite 330
New Port Richey, FL 34654
(727) 847-8103

<http://www.pascocountyfl.net>

**INVITES APPLICATIONS FOR THE POSITION OF:
Budget Manager**

An Equal Opportunity Employer

SALARY

\$63,888.00 - \$102,221.00 Annually

POSTING DATE: 06/23/17

CLOSING DATE: 07/06/17

GENERAL DESCRIPTION**Salary Disclosure:**

Starting Salary: \$63,888.00

Salary Range for this Position: \$63,888.00 - \$102,221.00

Current Pasco County Employees: Please refer to the Career Service Manual for starting salary information.

Department: Office of Management & Budget

Location: New Port Richey

General Description: Responsible accounting and budget analysis work which includes coordinating the preparation of the County budget and the performance of management studies.

ESSENTIAL JOB FUNCTIONS

Coordinates and develops County department operating and capital budget with administrative staff. Prepares budget for presentation to Budget Director and County Administrator. May be asked to present budget and financial material to Board and outside groups.

Monitors items of budget, including revenue and expenditure control. Supervises preparation of budget document and regular reports using financial information to show budget status. Manages the process for a broad range of budget amendments. Assists Budget Director in balancing funds. Ensures compliance with applicable laws, regulations, policies, rules and procedures. Reviews and develops information on fiscal conditions and problems relating to the budget. Confers with the Budget Director and staff relating to budgeting problems.

Coordinates with the Finance Department to create new account numbers in the financial system and appropriately categorize budget requests for new items. Updates forms and procedures used in the budget development process. Creates various ad hoc reports for management. Coordinates and develops the budget of the County's self-insured liability and health insurance programs, including methodology for allocation of charges. Assists in the evaluation and coordination of improvements of internal systems and procedures used for the budget development process, as well as recommending improvements to develop more viable

budgeting, recording, and reporting structures and forms. Participates in the analysis of departmental operations to include evaluation, interpretation of financial data, and development of recommendations on management practices, procedures and fiscal requirements.

Coordinates and supervises the work of budget analyst staff, including providing training, instruction and guidance.

Performs general administrative duties as assigned. Reviews and analyzes funding proposals and capital requests. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of government accounting as it relates to budgeting. Knowledge of budgeting practices and procedures. Knowledge of the applicable laws, regulations, and processes governing accounting systems. Ability to prepare meaningful and informative financial and statistical reports. Ability to establish and maintain effective relationships with subordinates, officials, and the general public. Ability to present statistical data in oral and/or written form. Knowledge of complex governmental budgeting principles and practices, including revenue projection and expenditure forecasting.

MINIMUM REQUIREMENTS

PHYSICAL SKILLS:

Ability to communicate effectively using speaking, hearing, writing, and vision skills.

EDUCATION, TRAINING AND EXPERIENCE:

Graduation from a four-year accredited college or university with a degree in Business Administration, Public Administration, Accounting, or related field. Minimum of four years (within the last 10 years) of experience in budget review and/or analysis in the public sector.

Minimum of two years' experience in coordinating and/or overseeing the work of others, or special projects. An MPA/MBA degree may be substituted for one year of experience. High level skills in computer operations and pertinent software applications; i.e., MS Office (including Excel spreadsheets), budgeting software, etc.

A comparable amount of directly related experience may be substituted for the minimum educational requirements.

In House Employees: Associates plus DAP (Degree Alternative Program) is substituting for the Bachelor's degree requirement.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Must possess a valid driver's license.

ADA STATEMENT: A qualified employee or applicant with a disability may be afforded a reasonable accommodation to perform the essential job functions of a position in compliance with the Americans with Disabilities Act.

DRUG-FREE WORKPLACE: Pasco County BOCC is a drug-free workplace in accordance with Federal and Florida law.

VETERANS' PREFERENCE: Under Section 295.07, F.S., Chapter SSA-7, Pasco County BCC provides to Veterans, that preference in appointment will be given to preference-eligible applicants.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.pascocountyfl.net>

OR FILED ELECTRONICALLY AT

EXAM #1617-340

BUDGET MANAGER

CF

8731 Citizens Drive, Suite 330
New Port Richey, FL 34654

Budget Manager Supplemental Questionnaire

1. I am aware that the following supplemental questions will determine my eligibility for this position.
 Acknowledge
 Decline
2. Which best describes your highest level of education completed:
 High School or GED
 Associate's Degree
 Bachelor's Degree
 Master's Degree
 Doctorate
 None of the Above
3. Are you a current employee who has successfully completed the Degree Alternative Program (DAP)?
 No
 Yes
- * 4. Which best describes your years of experience within the last 10 years with budget review and/or analysis in the public sector:
 Ten or more years of experience
 Nine years but less than ten
 Eight years but less than nine
 Seven years but less than eight
 Six years but less than seven
 Five years but less than six
 Four years but less than five
 Three years but less than four
 Two years but less than three
 One year but less than two years
 Less than one year of experience
- * 5. Which best describes your years of experience coordinating and/or overseeing the work of others, or special projects:
 Ten or more years of experience
 Nine years but less than ten
 Eight years but less than nine
 Seven years but less than eight
 Six years but less than seven
 Five years but less than six
 Four years but less than five
 Three years but less than four
 Two years but less than three
 One year but less than two years
 Less than one year of experience
- * 6. Do you have a valid driver's license?
 Yes
 No

- * 7. Are you a current Pasco County BOCC employee?
 - Yes
 - No
- * 8. Are you a veteran who served as a member of the armed forces of the United States during a period of war, defined in Title 38, U.S.C., and who was separated from such service under honorable conditions, or the surviving spouse of any such veteran? (Supporting documentation needed at time of application or next business day)
 - Yes
 - No
- * 9. I hereby acknowledge that Pasco County BOCC is a drug-free workplace in accordance with Federal and Florida law, and consent to pre-employment drug/alcohol testing, and agree to abide by the program and policy if employed by Pasco County BOCC.
 - Acknowledged
- * 10. Have you recently retired from the Florida Retirement System (FRS), within the last 12 months? (A recent retiree is someone who has not yet received the initial 12 months of pension payments or an investment plan member who took a distribution in the last 12 months).
 - Yes
 - No
- * 11. Please specifically explain how your prior work experience and education match the qualifications for this position. (1000 characters or less)

* Required Question