

OSCEOLA COUNTY GOVERNMENT  
CLASS SPECIFICATION

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<b>JOB TITLE:</b>	<b>Budget Supervisor</b>
<b>PAY GRADE:</b>	<b>28</b>
<b>FLSA STATUS:</b>	<b>Salary: \$77,043.20</b>
<b>REPORTS TO:</b>	<b>OMB Director</b>

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**GENERAL DESCRIPTION OF DUTIES**

Under direction of the OMB Director/Assistant Director, the purpose of the position is to supervise and perform specialized budgeting functions, in the Office of Management and Budget, according to State Statutes, generally accepted standards, established procedures, departmental guidelines, and regulatory requirements applicable to the work. Employees in this job classification function in a supervisory capacity over the budget staff to accomplish assigned functions according to established schedules, calendars, projects, and programs of the assigned department. Work includes analyzing/forecasting current and past budgets, preparing and justifying budget requests, and preparing the five-year financial forecast. Tact and diplomacy are necessary as employee will have considerable contact with other employees, County Administration, the Board of County Commissioners and citizens.

**ESSENTIAL JOB FUNCTIONS:**

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinates general administrative Budget functions for the Director/Assistant Director and implements such plans; coordinates and supervises budget functions in support of County goals and objectives; coordinates activities with other departments and agencies as needed.
- Performs highly technical budget analysis work, including those with multiple funding sources and specific statutory mandates, multi-year projections and ROI in collaboration with County Administration, OMB Director, Assistant OMB Director and Department staff.
- Researches and develops revenue special studies including cost/benefit, productivity, and management analyses; participates in and leads discussions having countywide impact.
- Responsible for the completion of the countywide Five-Year Financial Forecast for use by County Administration, Board of County Commissioners and departments. Assists the OMB Director/Assistant Director and County Administration in review and evaluation of the annual operating budget, five year financial forecast, capital budget and capital program.
- Coordinates user requests for budget considerations for funding of program needs.
- Supervises, coordinates and evaluates Budget staff in conjunction with the Director.
- Oversees budget maintenance functions according to State Statutes, generally accepted standards, established procedures, departmental guidelines, and regulatory requirements applicable to the work.
- Assists with the County's TRIM Compliance activities including coordinating with the Department of Revenue to ensure all deadlines are met.
- Maintains various budgeting databases, case file inventory and schedules; generates a variety of records, lists, forms, reports and/or statements relating to department functions; prepare, issue, renew

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or evaluate requests for bids and/or proposals; prepares a variety of fiscal documentation, e.g., TRIM schedules, budget document, CIP document, monthly/quarterly budget analysis.

- Responsible for ensuring the development and updating of OMB Procedures and Policy updates.
- When needed, attends Board of County Commission meetings, participates in discussions, and provides special reports as requested by County Administration.
- Performs duties as assigned/necessary which are related, or logical in assignment to the position.

### **MINIMUM QUALIFICATIONS:**

Education: Bachelor's Degree Public or Business Administration, Finance, Accounting or closely related field.

Experience:

- Supplemented by five (5) to six (6) years progressively responsible experience in budget, finance, or accounting, preferably in government;
- One (1) to two (2) years supervisory experience ;
- An equivalent combination of experience, education, and/or training may be utilized to offset requirements.

Miscellaneous:

- Demonstrated proficiency in Microsoft Office suite of applications.
- Must possess and maintain a valid Florida's Driver's License.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Ability to effectively supervise a staff comprised of entry and professional level employees engaged in carrying out budget and accounting support functions.

Skilled in interacting with departments with diverse needs and requirements. Able to facilitate cooperative working relationships.

Knowledge of local, state, and federal policies and procedures pertinent to governmental budgeting responsibilities and recent developments and statutory requirements impacting local government.

Thorough knowledge of State Statutes (TRIM), established procedures, departmental guidelines, and regulatory requirements applicable to the work.

Thorough knowledge of basic bookkeeping and general budgeting principles and techniques.

Skill in performing complex mathematical computations and tabulations accurately and efficiently; intermediate level business mathematics, including addition, subtraction, multiplication, division, percentages and decimals.

Ability to utilize personal computers, standard office equipment and standard software applications, e.g., word processors, database software, spreadsheet applications.

Ability to read, update and maintain various records and files; knowledge of administrative support functions, e.g., records maintenance, data analysis, reports processing, documentation proofing.

Ability to communicate professionally verbally and in writing.

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Ability to organize work, prioritize, meet established deadlines, and follow up on assignments with minimum direction.

Ability to interpret a variety of instructions in written, oral, or schedule form.

Ability to establish and maintain effective working relationships and communications with co-workers, department management, businesses, other fiscal organizations, and the general public.

### **PHYSICAL DEMAND REQUIREMENTS:**

Physical demand: Sedentary

-10 pounds maximum lifting.

-Occasional (up to 1/3 of the work time) lifting, carrying, pushing and pulling.

-Some occasional walking or standing may be required.

-Expressing or exchanging ideas by spoken word or perceiving sound by ear.

-Good eyesight for production or safety of self and others.