



MANATEE COUNTY GOVERNMENT  
invites applications for the position of:

# Budget Management Division Manager

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**SALARY:** \$73,424.00 - \$113,838.40 Annually

**OPENING DATE:** 11/17/17

**CLOSING DATE:** 12/04/17 11:59 PM

**GENERAL INFORMATION:**

**LOCATION:** 1112 Manatee Ave W, Bradenton, 34205

**HOURS:** Monday - Friday, 8:00 am to 5:00 pm

**Pay Grade:** MP10

This classification coordinates staff and provides management oversight for the Budget Management Division of the Financial Management Department by performing highly technical, professional, and analytical work of considerable difficulty in supervising and participating in day-to-day activities related to the preparation, analysis, and maintenance of the County's budget (totaling over \$1 billion in more than 150 funds), capital improvement program and revenue forecasting. Work is performed with considerable independence and latitude within the framework of state statutes, Department of Revenue, County policies and Generally Accepted Accounting Principles (GAAP).

**Working Conditions**

Indoor/Office situation, importance of being accurate within short timeframes, and under pressure from internal and external sources.

**\*Note:** This position has been designated by the Manatee County Commission as serving at the will and pleasure of the County Administrator. Employees so designated may be terminated at any time with or without cause.

**JOB DESCRIPTION:**

Click ["HERE"](#) for complete job description.

**MINIMUM QUALIFICATIONS:**

Bachelor's degree in Public or Business Administration or a related field, Master's degree in related field desired. Minimum of five (5) years experience in a responsible position in a central budget office or similar setting. Three (3) years experience as budget officer or senior management budget/finance professional in government or large entity setting preparing and responsible for that entity's annual budget. Desire recent experience with Florida Truth in Millage (TRIM) laws, Government Finance Officers Association (GFOA) "best practices" for budgeting, automated financial management systems and report writing applications. Minimum of two (2) years supervisory experience. Experience with Florida county budgets and operations highly desired, as well as experience in issuance and management of tax exempt bonds. Equivalent combinations of education and experience may be considered.

## **Knowledge/Abilities/Skills**

Knowledge of the organization, functions, policies, laws and administrative procedures of County government.

Knowledge of Government Finance Officers Association (GFOA) standards for budgets and financial reporting.

Knowledge of local government accounting principles and practices and automated government finance systems.

Knowledge of modern management methods and practices, budget preparation and analysis.

Ability to maintain complex financial records, and analyze/prepare reports from same.

Ability to establish and maintain effective working relationships with County officials, employees and the public and to communicate clearly, orally and in writing.

Ability to organize and effectively present oral and written reports, findings and recommendations, and to make judgments, decisions and recommendations regarding complex financial and management issues.

High level skills in computer operations and pertinent software applications, i. e., MS Office (including Excel Spreadsheets), Crystal reports, databases, etc.

Superior communication and public speaking skills required.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<https://www.governmentjobs.com/careers/manateecounty>

Position #17-00343  
BUDGET MANAGEMENT DIVISION MANAGER  
MP

1112 Manatee Avenue West  
Suite 863  
Bradenton, FL 34205  
(941) 742-JOBS  
(941) 742-5627

[webmaster@mymanatee.org](mailto:webmaster@mymanatee.org)

AA/EOE/M/F/H/Vet Pref/Drug Free Workplace

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## Budget Management Division Manager Supplemental Questionnaire

- \* 1. **VERY IMPORTANT** - When answering supplemental questions about experience, education or certification, please be sure the information is reflected in the Education, Work Experience and Certificates and Licenses sections of your application.

Must include Monthly Salary, Name of Employer, Location, Phone Number and Duties for each employer in Work Experience.

**Note:** "See Resume" is not acceptable.

Identify **all** gaps not related to medical reasons.

- I acknowledge the above statement
- \* 2. If you are claiming Veteran's Preference, please check category of eligibility
  - A disabled veteran who is eligible for receiving compensation under public law administered by Department of Veteran's Affairs and Department of Defense
  - The spouse of a veteran who cannot qualify for employment because of total and permanent service-connected disability, or spouse of a veteran missing in action, captured or forcefully detained by a foreign power
  - A wartime veteran who has served at least 1 day during a wartime period (active duty for training may not be eligible)
  - An un-remarried widow or widower of a Veteran who died of a service-connected disability
  - The mother, father, legal guardian, or un-remarried widow or widower of a service member who died as a result of military service under combat-related conditions as verified by the U.S. Department of Defense
  - A current member of any reserve component for the United States Armed Forces or the Florida National Guard
  - A veteran with a "Honorable" discharge (Active duty for training may not be allowed for eligibility)
  - Not claiming Veteran's Preference
- \* 3. Which level of education have you achieved?
  - No high school equivalency
  - High school graduate/equivalent
  - Associate's degree
  - Bachelor's degree
  - Master's degree
  - Doctorate
- \* 4. Please indicate the specific field in which you received your major ?
  - None
  - Public Administration
  - Business
  - Related Field
- \* 5. If related field, please state which field your major is in ? (If None, type NA).
- \* 6. How many years experience do you have in a responsible position in a central budget office or similar setting ?
  - None
  - 1 - 2 years

- 3 years
  - 4 years
  - 5 years
  - 6 years
  - 7 years
  - 8 + years
- \* 7. How many years of experience do you have as a budget officer or senior management budget/finance professional in government or large entity setting preparing and responsible for that entity's annual budget ?
- None
  - 1 year
  - 2 years
  - 3 years
  - 4 years
  - 5 + years
- \* 8. How many years of supervisory experience do you have in coordinating and/or overseeing the work of others, or special projects ?
- None
  - 1 year
  - 2 years
  - 3 years
  - 4 + years
- \* 9. What is the largest gross budget that you have been responsible for developing?
- Less than \$10 million
  - \$10 million to \$100,000
  - \$100 million to \$500 million
  - Over \$500 million
- \* 10. From which arena have you received most of your budget experience?
- Municipal, special districts or counties less than 200,000 in population
  - Cities or counties with population greater than 200,000
  - State government, Federal government or non-profit organization
  - Private enterprise, public utility or other agency
- \* 11. In 50 words or less, please describe your specific experience in public speaking and/or giving presentations. If none, type "None"
- \* 12. Software packages that you can use proficiently: Select all that apply.
- None
  - Microsoft Excel
  - Microsoft Word
  - Microsoft PowerPoint
  - Sharepoint
  - One Solution
  - Cognos
  - All of the Above
- \* 13. Do you have a system or method for organizing and assign staff workload? Please briefly explain. (If None, type NA).

\* 14. Do you have any State of Florida experience in governmental accounting?

Yes

No

\* Required Question



# BUDGET MANAGEMENT DIVISION MANAGER

Class Code:  
185-101

Bargaining Unit: None Represented

MANATEE COUNTY GOVERNMENT  
Established Date: Apr 9, 2011  
Revision Date: Dec 13, 2011

## SALARY RANGE

\$35.30 - \$54.73 Hourly  
\$73,424.00 - \$113,838.40 Annually

## GENERAL INFORMATION:

Pay Grade: MP10

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## Working Conditions

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## JOB DUTIES:

**Essential Functions:** These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position.

Directs departments in preparing and administering their budgets; oversees analyses of departmental budget requests and revisions, assesses financial impact of major policy, fiscal and operational issues; reviews policies, practices and systems; identifies reserve requirements for funds and assures that the annual budget is balanced and in compliance with accounting standards, Florida statutes, and County ordinances and resolutions.

Provides leadership to the Budget Management Division staff in the development, preparation, presentation and monitoring of the County's operating and capital improvement budget; Supervises functions of the Budget Management Division and serves as the Department Director, in the Director's absence.

Directs the development, monitoring and reporting of the county's five-year capital improvement program including identification of funding options and impacts on the operating budget, and identifies funding for capital needs. Oversees the development of the County's full cost allocation plan and coordinates the county's capital financing plan.

Provides information; responds to inquiries and questions from the public, the news media, elected officials, senior management, other government entities, and other employees regarding the County's budget.

Assists in negotiating the terms and structure of debt financings with bondholders, bond insurers and credit rating agencies' and coordinates the County staff and participates on the team responsible for assisting in these negotiations. Assists in bond issuance process and management of long-term and short-term debt programs.

Prepares financial analyses in support of management initiatives and evaluation of policy options, ensuring budgetary compliance with the Governmental Accounting, Auditing and Financial Reporting procedures as they apply to all relevant laws, rules and regulations. Reviews and

advises department directors and deputy county administrators on financial issues and impacts, and provides management analyses of county practices and systems to advise of opportunities for improved efficiencies.

Develops budgetary management systems utilizing computerized databases, revenue and expense projections, budget models and multi-year financial information. Recommends improvements to the budget development process and updates forms and procedures. Recommends enhancements to existing technology capabilities and participates in process for developing specifications, evaluating selecting and implementing new finance/budget systems.

Coordinates with the Clerk of the Court's Finance Department and other constitutional officers on financial matters as needed.

Oversees the preparation and publication of the County's annual budget technical instructions which include timetables as provided by law, development of required forms and explanations of the budgetary process; prepares publications and notices for Board of County Commission hearings.

Understands financial reporting and financial statements to enhance the preparation of reports showing budget status and financial forecast information.

Monitors current, newly adopted and proposed legislation and its impact on the County budget.

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### **KEYWORDS:**

Accounting and Finance, Administration, Management, Professional, Business