

## **DIRECTOR OF THE OFFICE OF MANAGEMENT AND BUDGET**

**DISTINGUISHING FEATURES OF THE CLASS:** The Director of the Office of Management and Budget is the chief fiscal officer of the County and has charge of the administration of all its financial affairs. The Director performs all the duties, including but not limited to the collection of taxes required by any law to be performed by a County Treasurer. The incumbent prepares and defends the county budget, monitors and enforces the budget, manages both the county's cash on hand and debts, levies and collects taxes, and performs other duties related to the distribution and management of county finances. The position exercises functional and direct supervision over department staff, projects and internal functions. Work is performed under the general direction of the County Executive or designee with wide leeway allowed for the exercise of independent judgment in carrying out the policies and objectives of the department. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Collects, receives, controls, deposits, invests and disburses all fees, taxes, revenues and other funds of the County or for which the County is responsible;

Submits a complete financial statement, containing a general balance sheet for the County, to the County Legislature, as required or requested;

Submits the proposed County Tax Equalization Rates, consistent with standards prescribed by the New York State Legislature to the County Executive as required;

Advises the County Executive of the financial elements of major policy and programmatic issues;

Oversees the preparation of required worksheets and data accumulation for the annual independent audit including the CAFR and single audit;

Assists the County Executive in the preparation and administration of the operating and capital budgets, the capital program and in the study of administrative efficiency;

Monitors and enforces the county budget, including reviewing reports and projections, developing financial strategies, and analyzing department budgets;

Investigates and analyzes departmental operations to determine budgetary needs; develops annual spending targets for departments, reviews department budget requests and revenue estimates;

Identifies and implements programs designed to improve the efficiency and effectiveness of department and county operations;

Conducts the sale of bonds and maintains records of county debt;

Monitors county cash flow to ensure adequate funds are available to meet county expenditure needs;

Invests county funds to maximize financial return;

Levies and collects county taxes, including determining taxes owed, preparing tax bills, and enforcing the collection;

Oversees reconciliation of and preparation of the County Payroll.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of the principles, practices, and terminology used in governmental accounting, budget preparation, financial investing and management;

Comprehensive knowledge of local and state law, procedures, and policies as they relate to the mission of the department and the county as a whole;

Comprehensive knowledge of preparation and interpretation of fiscal, statistical, technical, and narrative reports regarding department financial activities;

Thorough knowledge of county taxes, their assessment, and collection;

Thorough knowledge of the functions and structure of county government including its programs, operations, goals and objectives;

Thorough knowledge of contracts, leases, and vendor negotiation;

Good knowledge of the principles and practices of administrative supervision;

Ability to critically review financial and budgetary procedures;

Ability to prepare and analyze financial reports and statements, policies and procedures;

Ability to prepare thorough and concise reports of studies and budget analyses;

Ability to deal effectively with others;

Ability to plan, coordinate and organize the work of others;

Ability to express ideas clearly and concisely both orally and in writing;

Initiative;

Resourcefulness.

**MINIMUM QUALIFICATIONS:**

**A501**--The Office of Management and Budget shall be headed by a Director. The method of choosing a Director shall be as provided in § C501 of Article V of the Charter.

ARTICLE V of the Broome County Administrative Code states:

The qualifications of the Director shall be as follows:

- (1) Graduation with a bachelor's degree from an accredited college having a four-year program, with major work in accounting, together with four years of experience in the accounting field, two of which preferably with a municipality;
- (2) Graduation from a standard senior high school, together with eight years of experience in the accounting field, two of which preferably with a municipality; or
- (3) Any equivalent combination of experience and training indicating ability to do the work.

**SPECIAL REQUIREMENT:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

Jurisdictional Classification: Unclassified (10/16/12)

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