

Department: County Manager  
Classification: Non-Competitive (Part-Time) \* Pending CSC  
Grade: \_\_\_\_\_

SPEC DISK B7  
DOCUMENT 21

## ASSISTANT BUDGET OFFICER

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for primarily assisting in the planning, preparation and administration of the overall county budget. Under general supervision, an employee in this class performs activities in a major area or areas of budget administration such as budget surveys, analysis and reports. Work is performed under the general supervision of the County Manager. Supervision may be exercised over a small number of clerical personnel. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Assists the County Manager in accumulating raw budget data from Department Heads for review and analysis of annual budget estimates;  
Prepares annual budget reports for review by Finance Committee;  
Prepares tentative budget after decision by Finance Committee for full Board review;  
Reviews and monitors departmental programs and fiscal operation to insure that budgets are in compliance with State and Federal regulations;  
Review grants and funding from State and Federal Governments and develops budgets when requested by County Manager;  
Assists in research to determine impact on County of various fiscal/budgetary issues or programs;  
Assists in developing budgetary accounting policies, procedures and practices relating to the County;  
Prepares studies and reports involving research, investigation and analysis which may include questionnaires, surveys and inquiries in order to provide information needed to adequately review and analyze budget/fiscal issues.

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

Thorough knowledge of budget preparation and administration; thorough knowledge of fiscal operations including accounting principles, practices and techniques particularly as they relate to government; ability to prepare and analyze complex financial and statistical records, reports and financial statements; good knowledge of statistical concepts and methods; ability to operate a computer terminal; ability to direct the day to day activities of a municipal budget; ability to conduct organizational and operational evaluations and to make recommendations or suggest alternate solutions; ability to communicate effectively both orally and in writing; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Accounting, Business Administration, Public Administration, Finance or Economics including or supplemented by 18 semester credit hours in Accounting and Two years of budgeting and accounting experience which shall have involved the use of double entry books including the general ledger and the preparation of budget reports; or
- (b) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Accounting and four years of experience as defined in (a); or
- (c) Graduation from high school or possession of a high school equivalency diploma and six years of experience as defined in (a); or
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b) and (c).