

**ORANGE COUNTY**  
**MANAGEMENT CLASS SPECIFICATION**

**TITLE:** DEPUTY BUDGET DIRECTOR **GRADE:** 25

**TITLE ABBREVIATION:** DPTY BUD DIR **TITLE NO:** 6269

**JURIS.CL:** C **SALARY CODE:** 03 **EEO CODE:** OA **FLSA CODE:** AD

**DEPARTMENT:** DIVISION OF THE BUDGET

**NATURE OF THE WORK:** Under direction of the Budget Director, assists in the preparation, execution and control of the County budget and the operation of the office. Duties include, but are not limited to, the planning, preparation and execution of the annual County budget, as well as conducting review and analysis of program and fiscal data. Acts for the Budget Director during his/her absence.

**CLASSIFICATION CRITERIA AND DISTINGUISHING CHARACTERISTICS:** This is a one-class position allocated in the Competitive class of the classified service. Supervision is exercised over a number of employees in the preparation and administration of the budget.

**TYPICAL DUTIES AND TASKS:**

Assists in the preparation, execution and control of the County budget and the operation of the office; acts for the Budget Director during his/her absence;

Assists in the consolidation of budget requests for presentation to County Executive;

Works closely with Budget Director in the formulation of fiscal and administrative policies of the County to ensure sound fiscal decisions are being made;

Participates in committee or other activities as a representative of the Budget Director;

Studies departmental budget requests and interprets Budget office policies, practices and procedures as required, making recommendations on same to Budget Director or other superior;

Supervises and personally performs more complex analyses of personal service section of departmental budget requests, raising specific questions for Budget Director's consideration;

Leads and directs all new technology implementations within the division and provides technical expertise to County departments in budget preparation and maintenance;

Supervises preparation of detailed salary analyses of departmental budget requests and the final recommendations of the Budget Director;

Confers with department heads and administrative personnel and investigates records and requests regarding additional appropriations, allocation changes, appropriation changes, transfers of funds, overtime approvals, promotions and special rates, and makes recommendations to the Budget Director in regard to same;

Prepares a variety of other analyses, reports, and comparisons, and assists in the assembling of the annual budget as required;

Assists in the establishment of quarterly allocation of funds;

Prepares reports based on studies of the organization and operation of County departments which include office layout, space utilization, allocation to telephone equipment, personnel requirements;

Confers with representatives of private concerns on procedures, equipment, personnel requirements and makes reports on new machine installations in the County departments;

Undertakes research and studies for the improvement of the administrative procedures and for the solution of other management problems throughout the County service;

Forecasts revenues and expenditures for specific periods of time according to accepted methods of calculation.

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

Comprehensive knowledge of public sector budgeting; Thorough knowledge of the principles of public administration, municipal budgeting, administrative management; good knowledge of County organization and operation of its budgetary procedures and practices; computer skill in the operation of computer applications and databases software in performing work assignments; ability to comprehend and prepare statistical and other data for presentation to others; ability to maintain effective working relationships; ability to supervise the work of others; good judgment, integrity, initiative, tact, physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS: Either:**

- (A) Master's Degree in Business or Public Administration, Finance, Accounting, Political Science or Economics and four (4) years of professional experience in governmental budgeting, including two (2) years of managerial level experience; OR
- (B) Bachelor's Degree in Business or Public Administration, Finance, Accounting, Political Science, or Economics and six (6) years of professional experience in governmental budgeting, including two (2) years of managerial level experience.

**NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at**

<http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.