

ORANGE COUNTY CLASS SPECIFICATION

TITLE: SENIOR BUDGET TECHNICIAN **GRADE:** 11

TITLE ABBREVIATION: SR BUDGET TECH **TITLE NO.:** 566510

JURIS.CL: C **SALARY CODE:** 01 **UNIT:** **EEO CODE:** TE **FLSA CODE:** NE

DEPARTMENT: BUDGET

SUPERVISOR'S TITLE: BUDGET DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for serving as the lead worker in the delivery of technical services within the Division of Budget and to staff in other departments. This class differs from Budget Technician by virtue of the senior responsibilities. This position will not only deliver technical services within the department but will act as a liaison between other departments' fiscal personnel and Budget Analysts. Included in the senior function is resolving issues at the non-analytical level and troubleshooting and testing of issues for transfers and workflow problems related to the public sector budgeting function within the County's financial system. Work is performed under the general supervision of the Budget Director, with latitude allowed for the exercise of independent judgment within established County budget policy. Supervision may be exercised over subordinate clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Acts as a liaison between departments' fiscal personnel and Budget Analysts and resolves issues at the non-analytical level;
2. Investigates, tests, and troubleshoots financial system issues related to procurement and transfers;
3. Represents the department at all training sessions pertaining to procurement, transfer, and year-end closing procedures;
4. Provides instructions and written guidelines to departments related to procurements, budget transfers, year-end closing process, change order, etc.
5. Advises in the development of financial report layout related to procurement and year-end process and prepares reports as required;
6. Processes all pertinent documents needed by other departments for Central Printing and mailing;
7. Reviews various budget forms to determine accuracy and appropriateness of the request or expenditure;
8. Enters and audits financial system data related to equipment, travel and other County departmental requests, using financial system software;

9. Develops and implements training sessions in fiscal procedures to increase proficiency of appropriate department/division staff;
10. Tracks and coordinates all Legislative Requests seen by Budget and assembles legislative committees and full agendas with pertinent Budget backup;
11. Undertakes research for improvements of administrative procedures;
12. Coordinates and insures the completion of work of other clerical staff;
13. Assists in the assembly of the annual budget;
14. Uses computer applications or other automated systems such as database software, spreadsheets, word processing, e-mail software in performing work assignments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the processes involved in the preparation and approval of budget allocations and allocation changes; good knowledge of Orange County Government organization and operation of its budgetary procedures and practices; good knowledge of the mechanics of the budget process; good knowledge of fiscal personal computer programs; skill in the use of the County's financial system software; ability to follow through on assignments involving detailed procedures; ability to communicate well with others, both orally and in writing; ability to lead and direct the work of others; accuracy; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree or higher, and two (2) year of experience in budget-related or statistical work activities; OR
- (B) Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as defined in (A) above.

ADOPTED: 06/15/13 AT