

**COUNTY OF ORANGE  
MUNICIPAL/SCHOOL  
JOB CLASSIFICATION SPECIFICATION**

**CLASS TITLE:** BUDGET COORDINATOR

**TITLE #:** 1101

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves working in a variety of functional areas within Orange-Ulster BOCES, such as budget, purchasing and financial record keeping. The work involves reviewing existing procedures for cost-effectiveness and efficiency, and reporting on same to an administrator and the board. The incumbent will be responsible for the preparation of statistical, analytical and narrative reports. The work is performed under general supervision of designated administrator, and requires independent action and judgment. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists in all phases of the business and financial operation of the division;
2. Responsible for balancing and monitoring all accounts on a weekly basis;
3. Maintains contact with Central Office staff concerning budget, staffing, and student enrollment;
4. Prepares various statistical and analytical reports as required;
5. Supervises the purchasing of equipment and supplies for a division;
6. Prepares and submits Basic Educational Data Systems Reporting to the State Education Department;
7. Processes and prepares a variety of routine and specialized reports, correspondence, surveys, and forms to the New York State Education Department;
8. Supervises non-instructional and clerical staff;
9. Assists with interviewing and processing applications for clerical staff, monitors responses, composes letters requesting additional information, arranges interviews, and notifies candidates of decisions.

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

**CHARACTERISTICS:** Thorough knowledge of modern business administrative practices, procedures and equipment; working knowledge of personnel, fiscal and budgetary practices in a school district; working knowledge of personal computers and computing; aptitude for planning, supervising and coordinating work projects; ability to work independently within the scope of general direction; ability to present data and reports clearly and concisely in either oral or written form; ability to supervise the work of others; ability to establish effective relationships with others; initiative; resourcefulness; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Either:

- (A) Completion of 60 credits from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and six (6) years of paid experience working with budgets in a school setting, one (1) year of which shall have included supervision of others; OR
- (B) Graduation from high school and eight (8) years of paid experience working with budgets in a school setting, one (1) year of which shall have included supervision of others.

**JURISDICTIONAL CLASSIFICATION:** Competitive

ADOPTED: 09/16/05 KR