



EMPLOYMENT OPPORTUNITY
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
QUINCY, FLORIDA

JOA No. 24-041

Date Posted: November 15, 2024

Budget Manager

Office of Management and Budget

Salary Range: \$33.19 - \$44.20 Hourly

Position Advertisement Closes: November 29, 2024

*****BACKGROUND CHECK AND DRUG SCREENING IS A CONDITION OF EMPLOYMENT*****

This is advanced technical and professional management and budget analysis work in the Office of Management and Budget. An employee in this classification is responsible for the preparation of the annual budget document in coordination with the Chief Financial Officer and/or Budget Analyst; analyzes current and past budgets, prepares and justifies budget requests, allocates funds according to County spending priorities, and evaluates business and operating procedures to devise efficient methods of accomplishing goals and objectives. This position will also assist with purchasing needs of the county. Knowledge of governmental accounting, budget preparation and governmental purchasing processes are preferred.

ESSENTIAL FUNCTIONS:

Budget Development. Participates in the development of County's semi-annual and annual reports. Participates in the preparation, analysis, and implementation of the annual operating/capital improvement budget in compliance with County codes and policies and Florida Statutes. Interprets fiscal and economic trends and/or patterns. Confers with all levels of County government to ascertain needs and recommend solutions. Participates in long-range financial planning. Budget Administration and Control. Participates in and prepares complex economic analysis, including financial forecasts, in order to project, monitor, and propose financial forecasts, in order to project, monitor, and propose financial position. Analyzes and prepares financial reports to identify potential problems and significant trends and to insure compliance with all applicable laws, rules, and/or policies. Monitors department budgets for budget control studies blueprints, sketches, or building plans for information pertaining to type of material required. Planning and initiating projects, cost estimates, and purchasing of materials, this will include renovation and new projects. General Administration. Reviews various commission agenda and workshop items, reports, and memorandums. Management Review. Prepares comprehensive management studies to evaluate programs and develop/propose strategies to increase operational efficiency and effectiveness OTHER IMPORTANT OR MARGINAL DUTIES Coordinates work plans for projects. Participates on various committees and represents OMB professionally and in a manner supportive of County policy as well as OMB policy. Prepares various agenda and workshop items, reports, and memorandums. Assists the Finance Department in the procurement of supplies and services, issuing Requests for Bids, Request for Proposals, Request for Information, and any other solicitations required by the County. Assesses and implements benchmarks and performance measures for County programs.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of current governmental accounting, budgeting, and fiscal management principles and practices. Thorough knowledge of various budgeting techniques including zero-based budgeting, line-item budgeting, performance budgeting, and program budgeting. Knowledge of governmental accounting and budget preparation, preferred. Ability to interpret and apply Florida Statutes, County Codes, local ordinances and resolutions, and other legal documents governing County operations. Ability to interpret and apply professional accounting standards, rules and promulgations as they may apply to or interface with OMB.

MINIMUM QUALIFICATIONS:

Six (6) years of professional senior management level budget, finance, and/or purchasing experience with a large commercial or governmental entity that includes one (1) year of experience supervising professional staff responsible for budget operations and/or purchasing; or a Bachelor's degree in business administration, finance, or a related field and three (3) years of experience as described above; or an equivalent combination of education, training, and/or experience.

Persons who need assistance to participate in the application process should contact the hiring authority in advance of the closing date. Applications must be received by the closing date of the advertisement to be considered. Contact Human Resources @ 850-875-8648 or 850-627-5334 regarding questions about the position. Apply online at <http://www.gadsdencountyfl.gov>