



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **DIVISION MANAGER III, BUDGET MANAGEMENT**
Grade: 18

The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.

GENERAL DESCRIPTION

Under the direction of the Budget Officer, Department of Budget and Management, this position supervises the development, implementation and maintenance functions of the county's operating budget, including assigned staff. Work involves planning and coordinating the six-month budget development cycle beginning with departmental requests and ending with budget and tax rate adoption action in September. This position supervises the monitoring and operations of the adopted budget including appropriations, transfers, and other changes submitted through the Commissioner's Court Agenda Process. Work involves coordinating complex budgetary and management issues with county departments and county officials. Maintains and updates the county's adopted salary schedule.

EXAMPLES OF WORK PERFORMED

Prepares county budget and other management planning forms and instructions

Develops proposed budget policies or procedures

Supervises the preparation of the county's annual operating budget

Provides training or assistance to county departments on budgetary policies and procedures

Examines and monitors departmental budgets and recommends adjustments as appropriate

Examines and monitors grant budgets to insure compliance with grant requirements

Coordinates budget adjustments, procedures and /or reporting with other units or departments

Supervises the development and implementation of systems to maintain the county's salary schedule

Supervises the development of statistical formulas or models to use in budget forecasting and planning

Performs related work as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited college or university with major coursework in Business Administration

Five (5) years of full-time experience in accounting, auditing, budget preparation, financial management, governmental management, statistical analysis, or other responsible analytical or professional work that provided a knowledge of budget procedures, budget execution, budgetary and financial relationships with workloads of organizational element, organizational structure, and work processes of an organization.

Two (2) years of related experience may be substituted for one (1) year of education

CERTIFICATES, LICENSES AND REGISTRATION

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of governmental accounting and budgetary procedures

Knowledge of the principles of organization and management

Knowledge of the capabilities and products of electronic data processing

Ability to analyze fiscal management information and determine need for and best use of funds

Ability to develop and implement budgetary policies and procedures

Ability to analyze budgetary problems and develop and present alternative solutions

Ability to plan work of staff compiling fiscal data

Ability to communicate orally and in writing

Ability to maintain effective working relationships with others

Skill in the use of computer software to analyze data

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

SAFETY REQUIREMENTS

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations