



COUNTY OF HIDALGO

Department of Human Resources

Job Title: **BUDGET MANAGER II**
Grade: 17

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

Performs highly advanced (senior-level) budget preparation and analysis work; Work involves planning, organizing, coordinating, and evaluating budgetary activities; and analyzing and reviewing budget requests. May plan, assign, and/or supervise the work of others; Works under minimal supervision, with extensive latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Oversees the planning, organizing, coordinating, and evaluating of budgetary activities

Oversees the development of performance and workload measures

Oversees the preparation of budgetary and management reports

Oversees the preparation of financial statements and reports

Coordinates the preparation of budgets to provide management with expenditure data, trends, and recommendations

Establishes work methods and priorities, and determines methodologies and techniques for performing budget evaluations

Informs management of budget deviations, problems, and events likely to affect operations; explains causes; and measures impact on the department's mission and resources

Analyzes expenditure patterns and makes recommendations on the use of funds

Measures the impact of existing and proposed state and federal legislation

Ensures accuracy and timeliness of submission of the strategic plan, legislative appropriations requests, and requests for federal funding

Ensures coordination of budgeting procedures, preparation, and reporting

Examines budget estimates for completeness, accuracy, and conformance with procedures and regulations

May plan, assign, and/or supervise the work of others

Performs related work as assigned

EDUCATION AND EXPERIENCE

Graduation from an accredited four (4) year college or university with major course work in accounting, finance, business or public administration, or a related field

Three (3) years of experience in budget preparation and analysis, in financial management, and in performance measurement reporting work

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 accounting, budgetary, and management principles, practices, and procedures; and of legal restrictions governing allocation of funds

Skill in analyzing financial data

Ability to monitor and report on performance measurement; to analyze management problems and develop and present alternative solutions; to coordinate the gathering and analysis of data; and to plan, assign, and/or supervise the work of others

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