



## **BUDGET MANAGEMENT SPECIALIST**

**150**

**DEPARTMENT:** Community Services/Recreation Administration

### **NATURE OF WORK:**

Performs advanced professional and supervisory work overseeing the business and financial operations of the Division of Parks and Recreation, including planning, organizing, assigning, conducting, and evaluating the financial and business operations of the Division; coordinating activities among the Division's functional areas; and assisting the Director in long-range business and financial planning of the Division.

Work is performed under the general supervision of the Parks and Recreation Deputy Director.

### **ESSENTIAL FUNCTIONS OF THE JOB:**

Researches and develops business and financial policies and procedures. Assesses the need, applicability and impact of individual policies and procedures on organizational operations and administration. Evaluates conclusions and recommends alternative strategies.

Develops and updates the Division's Financial Operating Manual.

Develops and implements data collection process necessary to carry out analysis; determines methodology to utilize an applicable criteria. Evaluates conclusions and recommends alternative strategies.

Researches and analyzes financial data and information related to the programs and activities of the Division, as well as those proposed for the Division.

Conducts and supervises a wide variety of special projects in the Division including policy analysis and development, as well as financial impact of program and facility development.

Prepares written and oral reports for action by the Deputy Director, Director, Manager of Community Services, County Administrator, and/or Board of Supervisors.

Develops and monitors Parks and Recreation Division's internal control policy and internal audit function.

Conducts periodic reviews of all Division financial systems to ensure compliance with Generally Accepted Accounting Principles.

Assists in the development and coordination of Division goals, objectives, and budget.

Coordinates, researches, and prepares the Division's operating budget.

Coordinates, researches, and prepares the Division's capital plans.

Provides financial reporting and analysis to all Division Capital Improvement Projects. Develops financial forecast models and provides financial guidance in the prioritization of Division resource allocation.

Oversees Divisional cash management and coordinates cash handling training for all operating units.

Expedites business and financial services for the units of the Division.

Reviews accounting systems and reports and compares with County generated reports to identify efficiencies.

Optimizes methods for transaction processing and financial reporting.

Performs monthly reviews of FMS generated transactions reports and trial balances. Reconciles to Divisional management reports.

Approves payment requests and requisitions and oversees internal systems related to all Divisional purchasing functions.

Manages Division's inventory systems. Maintains computerized inventory of all fixed assets of the Division.

Provides staff training for new and/or revised policies and procedures.

Supervises the work of assigned staff; provides guidance and training; performs various personnel functions including performance appraisal, counseling, employee selection, disciplinary actions, etc.

Provides guidance and leadership in accordance with goals of the Division.

Practices continuous learning through individual study, classroom training, seminars, and conferences.

Performs work safely in accordance with department safety procedures and the County Safety Program. Operates equipment safely and reports any unsafe work condition or practice to Supervisor.

May be required to report to work to serve customers during emergency conditions. May be assigned to report at a different time and location and to perform different duties as necessary.

Performs related work as required.

#### **JOB LOCATION AND EQUIPMENT OPERATED:**

Duties are performed in an office setting. Operates standard office equipment to include computer keyboard, telephone, calculator, copy machine, etc. Requires driving Division vehicle to meetings and other job related locations.

#### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of the concepts and details involved in developing, operating, monitoring, and modifying automated financial systems.

Considerable knowledge of microcomputers and skill in their use including spreadsheet, word processing, and database management.

Some knowledge of the Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB), GASB Statement 34, and related statements.

Considerable knowledge of the cost/benefit relationship as in a public service environment. Ability to apply technical and statistical knowledge in developing and interpreting financial models.

Thorough knowledge of data analysis and collection principles.

Ability to perform and oversee the use of analytical procedures and methods for identifying accounting deficiencies and problems.

Ability to analyze information and make recommendations.

Ability to plan, organize, manage, and coordinate complex financial operations concurrently.

Ability to manage several projects simultaneously and to meet deadlines.

Ability to plan, organize, coordinate, evaluate, inform, and motivate staff in a positive and effective manner.

Ability to express ideas clearly and concisely, both orally and in writing.

Ability to gather and analyze data and to recommend and implement policy and procedural changes resulting from such analyses.

Ability to build teamwork and effectively manage and supervise employees.

Ability to establish and maintain effective working relationships with staff, other County officials, and the public.

#### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in accounting, public administration, or a related field and considerable professional accounting experience, preferably in local government, some of which shall have been in a supervisory capacity; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

#### **NECESSARY SPECIAL QUALIFICATIONS:**

Requires a post-offer credential check.

Requires a post-offer driving record check.

Must possess valid Virginia driver's license and have an acceptable driving record based upon James City County criteria.

Requires a post-offer drug test.

**OTHER POSITION INFORMATION:**

This is a supervisory position.

Date: January 2008

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# IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Budget Management Specialist Position Number: 150  
Department: Community Services Division: Recreation Administration

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

**I. *Mental Abilities:*** General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

**II. *Verbal Abilities:*** Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

## 1. Speaking/Talking:

- Answer telephone, radio or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with other \_\_\_\_\_
- Not essential to job functions

## 2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function.

## 3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

**III. Numerical:** Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

**IV. Spatial Abilities:** Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

**V. Motor Coordination:** Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

**1. Manual Dexterity:** Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Use telephone      | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard               | <input checked="" type="checkbox"/> Use postage machine                    |
| <input type="checkbox"/> Use radio/console             | <input type="checkbox"/> Use hand tools                                    |
| <input checked="" type="checkbox"/> Use a calculator   | <input type="checkbox"/> Use power tools                                   |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____                                      |
| <input checked="" type="checkbox"/> Use a fax machine  | <input type="checkbox"/> Not essential to job function                     |

**2. Finger Dexterity:** Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. Physical Demands:**

**1. Strength:** The quality, state or property of being strong. The power to withstand strain, force, or stress.

Please check (✓) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
<b>Lift</b>				✓			✓		
<b>Push/Pull</b>				✓			✓		
<b>Hold/Carry</b>				✓			✓		

Manipulation done from:  ground to waist     waist level     waist to shoulder     above shoulder  
(Check all that apply)

Not essential to job function:  Lift     Push/Pull     Hold/Carry    (Check all that apply)

**2. Climbing:** To move up or mount by using the hands or feet.

**Ladders**

**Stairways**

**Steps**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Step stool                               | <input checked="" type="checkbox"/> 1 flight           | <input type="checkbox"/> 1-2                           |
| <input type="checkbox"/> 8' to 10' step ladder                    | <input type="checkbox"/> 2 flights                     | <input type="checkbox"/> 2-3                           |
| <input type="checkbox"/> Extension ladder                         | <input type="checkbox"/> 3 or more flights             | <input checked="" type="checkbox"/> 3-4                |
| <input type="checkbox"/> Other _____                              | <input type="checkbox"/> Other _____                   | <input type="checkbox"/> Other _____                   |
| <input checked="" type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

**3. Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
<b>Stand</b>	✓							✓	
<b>Sit</b>				✓				✓	
<b>Walk</b>	✓							✓	
<b>Run</b>									

If walking or running, over what type of terrain?  flat     rough     both

Not essential to job function:  Stand     Sit     Walk     Run    (Check all that apply)

**4. Stooping, Kneeling, Crouching, and /or Crawling:**

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**5. Reaching, Handling, Fingering, and/or Feeling:**

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

**Daily Amounts**

- 0-5x     
  5-20x     
  20-50x     
  50+x  
 Other \_\_\_\_\_     
  Not essential to job function

**6. Seeing: To perceive or comprehend by the sense of sight.**

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

**VII. Driving: The ability to transfer or convey in a vehicle.**

<b>Transmission</b>	<b>Standard</b>	<b>Automatic</b>	<b>Multi-Gears</b>
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			

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