

Please Post Conspicuously

OTSEGO COUNTY HAS THE FOLLOWING VACANCY:

County Administrator Department

Budget Analyst

\$65,227 - \$79,721

DATED: April 17, 2023

LAST DAY FOR FILING: May 1, 2023

EOE

DISTINGUISHING FEATURES OF THE CLASS: Under the direction of the County Administrator as Budget Officer, incumbent will work extensively preparing and monitoring County budgetary expenditures and revenues including estimating and reviewing annual and quarterly budgetary proposals from different departments, capital projects and incoming sources of revenue. Incumbent will provide professional budgetary support including complete financial and economic research, analytical and forecasting support and technical analytical work related to the planning, budgeting, monitoring and evaluating of county-wide governmental operations. Acts as primary assistant in preparing either the annual Capital Improvements Plan or the Quarterly Integrated Budget Reviews. This position requires furnishing dependable budget statements, and reports. This includes analysis and revision of budget forms, practices and procedures with considerable leeway for the exercise of independent judgment in budgeting matters. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists the County Administrator as Budget Officer in compiling up-to-date financial data concerning ratio of budgeted vs. actual expenditures;
- Assists County Administrator as Budget Officer in comparing budgeted vs. actual revenues;
- Works with County Administrator as Budget Officer in preparing annual budget for County by reviewing appropriation requests, estimating revenues, and compiling summaries of all funds;
- Prepares or coordinates the preparation of supporting budget documentation, including revenue projections, statistical data and other fiscal information;
- Directs the preliminary and final compilation of the recommended annual operating budget and capital improvement budget for the County, working closely with department heads concerning issues pertaining to their budgets;
- Supervises and participates in the analysis of current operating expenditures and the estimating of future expenditures;
- Reviews, verifies and approves requisitions and budget modification;
- Performs account, contract cost analyses and verification;
- Works with Personnel Department, tracking and monitoring workforce costs including position control;
- Working with departmental units, tracks, monitors, compiles and analyzes grant revenue and cost reimbursements for County programs;
- Supervises and participates in specific research and related projects concerning budget issues;
- Consults with departmental and other administrators on matters of budgetary management and control;
- Designs and recommends implementation of various budgetary control systems and procedures;
- Performs all work duties and activities in accordance with County policies, procedures and safety practices;
- Attends meetings, conferences, workshops and training sessions to remain current on the principles, practices and new developments in assigned work areas;
- Supports continuous process improvement initiatives;
- Performs other related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of public administration and budgetary principles, practices and techniques, particularly as to government budget matters; knowledge of modern governmental budgetary practices, procedures and techniques; ability to project revenues and monitor funds; working knowledge of office terminology and equipment; ability to prepare detailed financial reports; ability to thoroughly review

budget requests; ability to maintain confidentiality; ability to understand and interpret difficult written and tabular materials; ability to operate a personal computer and utilize common office software programs including Word, Excel, PowerPoint; ability to express oneself clearly and concisely both orally and in writing; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to handle administrative details independently, including the composition of letters, memoranda and reports; ability to maintain record systems and prepare written or statistical reports; ability to make presentations to various audiences; ability to understand and interpret complex written material ability to summarize information in both narrative and numerical form.

MINIMUM QUALIFICATIONS: Either:

- a) Graduation from a regionally accredited or NYS-registered college with Master's degree in accounting, finance, public or business administration, management science, or a closely-related field with substantial coursework in public policy, finance, or public administration; and one (1) year of professional experience in public finance, budget analysis, or policy/program analysis; or
- b) Graduation from a regionally accredited or NYS-registered college with a Bachelor's degree in accounting, finance, public or business administration, or a closely-related field with substantial coursework in public policy, finance, or public administration; and two (2) years of professional experience in public finance, budget analysis, or policy/program analysis.

CLASSIFICATION: Competitive

Applications available at the Otsego County Personnel/Civil Service Department, 183 Main Street, Cooperstown, NY 13326 or online at www.otsegocounty.com