

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 06/17/99	CLASS TITLE: BUDGET & FINANCIAL PLANNING MANAGER	CODE: 63213
	MAJOR AGENCIES: BCC (OFFICE OF MANAGEMENT & BUDGET-ONLY)	PAGE <u>1</u> OF <u>2</u>

CLASS CONCEPT: Management level in fiscal administration area under general management guidance of the Director, Office of Management & Budget requiring thorough knowledge of financial management in order to provide planning and analytical support in the coordination and implementation of the budgeting and appropriation processes of Montgomery County, supervises professional support staff in the management of associated data and financial report preparation. Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Directs and coordinates the annual budget process including providing departments with historical data and forecast assumptions, compiling results, and preparing required documentation, directs and coordinates the county's annual budgeting process including preparation of budget guidelines, procedural guidance to departments in the preparation of their budget requests and the resolution of any conflicting issues, communication of completed departmental budgets and the resolution of any associated appeals to produce final budget.	<u>Knowledge of</u> 1 (budgeting), 4 (accounting), 5 (management), 6 (labor relations), 7 (manpower planning), 8 (employee training and development), 9b (supervision--direct), 11a (public relations), 13 (office practices and procedures), 14 (government structure and process), 15 (counseling), 16 (interviewing), 22 (electronic data processing--financial applications); <u>Skills in</u> 29 (equipment operation--personal computer); <u>Ability to</u> 30i (deal with variety of variables in somewhat unfamiliar context), 30l (define problems, collect data, establish facts & draw valid conclusions), 30n (deal with some abstract but mostly concrete variables), 30p (deal with non-verbal symbols in formulas, equations or graphs), 31d (calculate fractions, decimals & percentages), 32p (proofread technical materials, recognize errors & make corrections), 32q (use proper research methods in gathering data), (*Developed After Employment)
2	Directs and coordinates the annual general fund priority setting process including providing procedural guidance to departments in submitting funding requests, preparation of financial projections to determine funding levels available for new programs and the resolution of conflicts with available funding and the summarization (Performs Related Duties As Required)	

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Completion of graduate major program course work in public administration or business administration with concentration in financial management and 6 yrs. experience in financial analysis and planning <u>or</u> 2 yrs. financial management experience. - OR completion of undergraduate major program course work in public administration or business administration and 8 yrs. experience in financial analysis & planning <u>or</u> 4 yrs. financial management experience. - OR alternative, equivalent evidence of the Minimum Class Requirements. (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
	<p>of requests for use by elected officials in establishing over-all priorities, directs the preparation of special analyses as requested by elected officials, department heads & staff & County Administrator and cost projections for various management proposals, directs and coordinates the preparation of financial reports and analyses including current expenditures and revenue levels, actual-to-budget variances and their cause and the development of remedial options for review by the County Administrator and the Board of Commissioners, directs the preparation of the annual adopted budget & budget-in-brief documents to communicate the county's programmatic and financial policies including graphs, charts, and detailed information on each department, supervises performance of assigned staff, allocates assignments, reviews completed projects and performs associated performance counseling, recommends appropriate staffing to ensure effective completion assignments.</p> <p>(Performs Related Duties As Required)</p>	<p>32u (develop complex reports & position papers), 32o (prepare meaningful, concise & accurate reports), 33e (gather, collect & classify information about data, people or things), 34f (handle sensitive inquiries from & contacts with officials & general public).</p> <p>(*Developed After Employment)</p>

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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