

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 08/04/98	CLASS TITLE: DIRECTOR, OFFICE OF MANAGEMENT AND BUDGET	CODE: 66544
	MAJOR AGENCIES: BCC (OFFICE OF MANAGEMENT AND BUDGET-ONLY)	PAGE <u>1</u> OF <u>3</u>

CLASS CONCEPT:

Executive director level in management and budget under general administrative guidance of the County Administrator, Montgomery County Board of County Commissioners requiring mastery of management in order to direct all internal and external financial management operations of the Office of Management and Budget on behalf of the Board of County Commissioners and supervise assigned department managers and administrative personnel. Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	<p>As director plans, directs and coordinates all operations of the Office of Management and Budget Department, exercises initiative and autonomy in directing, planning, implementing, administering, coordinating, and supervising operations having county-wide scope of concern, coordinates entire county budget process for Board of County Commissioners adopted appropriation, coordinate capital improve budget process, directs programmatic policies and procedures (e.g., revenue estimating, budgeting, economic forecasting, debt service, financial planning, collective bargaining costs, tax budget development) and reviews and approves recommendations from staff concerning budget/management activities (e.g., estimates of revenues, deviations from spending plans, proposed legislation, proposed expenditures of funds, in-depth program reviews), displays substantial government expertise to secure executive and legislative approval, supervises Financial Consultants, Budget and Financial Planning Manager and Financial Services Division Manager.</p> <p>(Performs Related Duties As Required)</p>	<p>N/A</p> <p>(*Developed After Employment)</p>

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

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	<p>Directs analysis of fiscal and programmatic activities for county government in general and/or for specific county agencies, oversees forecasting to ensure appropriations are not exceeded, recommends appropriate action for proposed expenditures, assists and advises agencies concerning fiscal and budgetary policy, directs in-depth program reviews, develops multi-year financial plan for general operating fund and sanitary engineering funds, on-going oversight of appropriations under Board of County Commissioners, directs financial management of Sanitary Engineering, Human Services, and Stillwater Center through direct management of key financial staff in each department, implements programs requiring multi-year time periods through complex decision process involving extensive research and coordination, cooperation of agency representatives at all levels of government, and major efforts to secure departmental awareness, support and actions, prepares and recommends regulations concerning activities within scope of organization, serves on policy making bodies.</p> <p>(Performs Related Duties As Required)</p>	<p>(*Developed After Employment)</p>

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CLASS CONCEPT:

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
3	<p>Advises administrative staff concerning new legislation and/or impact of pending legislation and concerning fiscal and programmatic policies and procedures for county government in general and/or for specific county agencies, directs development of budget forms, tables, guidelines and/or reports, recommends policies and procedures having county-wide impact, performs variety of public relations liaison duties with other County, city, federal agencies, legislators, national organizations, public groups, and executives, has wide and direct or major indirect impact on public groups and individuals in important functional areas, prepares and submits department operational budgets, is responsible for fiscal integrity of department, initiates or responds to various correspondence from many diverse sources, speaks before various groups in order to promote activities of board or commission, has final approval for release of information concerning policy procedures to news media or by direct verbal or written correspondence.</p> <p>(Performs Related Duties As Required)</p>	<p>(*Developed After Employment)</p>

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