

EXECUTIVE BUDGET COORDINATOR

KIND OF WORK

Managerial work in the Department of Finance.

NATURE AND PURPOSE

Under general direction, manage and direct the budgeting and program evaluation activities for a broad functional area of state government; develop and facilitate the executive branch budget process, culminating in the Governor's budget request; provide independent evaluative judgments, recommendations, policy and program analysis to the Governor, Finance Department management, state managers and the legislature; provide professional financial management assistance to agencies regarding the state's general and managerial accounting functions, budget services, financial systems and financial organization; perform related work as required.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develop, in conjunction with Finance agency management and the Governor, broad budgetary policies and direction that reflect prospective revenue growth, spending pressures and programmatic priorities of the administration.

Apply a thorough knowledge of the issues and public policy concerns related to all state agencies so that financial and programmatic decisions and recommendations are made consistent with the best information available.

Direct the development and implementation of the budget, facilitate review of agency needs in terms of specific outcome measures and permit consolidation of realistic alternatives in program, scope emphasis and costs.

Manage and direct a team of budget staff, formulate expected accomplishments of the team, evaluate individual performance, and assist budget staff in their day-to-day activities.

Direct the preparation of specific recommendations of the Governor or changes in agency budget requests necessary to realize a sound overall allocation of available resources.

Communicate specific recommendations and information to others about fiscal issues on behalf of the Department of Finance or the Governor.

Direct and manage the preparation of bill analysis and the review of fiscal notes.

Manage the operations and information resources and coordinate activities of the team for the most productive interaction with other areas of the Department of Finance.

Prepare and/or direct the preparation of studies and reports and provide special project information to senior management so that decisions are made consistent with state policy and program evaluation.

Provide communication between members of the functional team and Department of Finance management so that team members are always informed regarding the state's budgeting and accounting policies and procedures.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Extensive knowledge of:

Governmental operations and the legislative process sufficient to impact decision-making or ensure effective implementation of new policies.

Governmental budgeting, accounting and fiscal management practices and general economic theory sufficient to direct the development and implementation of the state budget.

Knowledge of:

Bargaining unit agreements, compensation plans and personnel laws, rules, regulations, policies, and procedures sufficient to administer supervise and manage a team of budget staff.

Skill in:

Human relations sufficient to gain buy in of the budget recommendations from the Governor, individual state agency management, the legislature and outside groups within a politically volatile and constantly changing environment.

Ability to:

Solve problems where the solutions have statewide impact.

Provide answers or solutions to uncertain and non-routine questions while applying the interpretation of law, understanding of agreements, reading of precedent and judgment of future difficulties.

Comprehend and explain a wide variety of complex policies, procedures and informational requirements to all levels of management sufficient to manage a complex function that requires coordination between many agencies and persons.

Direct fiscal analyses and program reviews in the public sector so that budget recommendations are consistent with the Governor's goals and desires so that the bottom line fiscal impact is understood by decision makers prior to enactment.

Identify key decision points from a detailed staff discussion sufficient to structure a high level policy direction that will mesh with existing processes or systems.

Handle ambiguous situations and sensitive problems where the understanding and cooperation of others is of great importance but a high degree of potential for disagreement exists.

Effectively supervise and coordinate the activities of subordinate staff.

Communicate effectively, verbally and in writing.

Est: 01/78
Rev: 11/88; 6/00; 01/05
Checked: 12/89

T.C.: 12/05
Former Title(s): Finance Agency
Coordinator