



HANOVER COUNTY GOVERNMENT POSITION DESCRIPTION

Budget Division Director
(27005)

Department of Human Resources
PO Box 470
Hanover, VA 23069
Telephone (804) 365-6075
Facsimile (804) 365-6334

Department of Finance & Management Services
(03)

Revision Date: February 2011

General Description: This is an executive level, professional position. The incumbent performs complex administrative tasks and is responsible for the daily local government financial administration and the budget activities of the County.

Organization: The Budget Division Director reports to the Director of Finance & Management Services and supervises two (2) full-time Budget/Management Analysts

Essential Functions:

- Performs complex professional and difficult administrative work involved in managing and supervising the functions of the Budget Division
- Supervises employees, performing related human resources functions and completing necessary paperwork.
- Assists the Director of Finance to develop and maintain financial policies and to formulate long-term financial and capital plans.
- Manages the County's budget process including the development of forms, establishment of the budget calendar, management of budget meetings, and of initial funding recommendations to the County Administrator to balance budget.
- Produces the budget document, including the five year plan and capital improvement plan.
- Coordinates financial management issues and resolution with County departments.
- Prepares presentations regarding bond ratings, financial documents, procedures, budget, economic trends, proffers, etc.
- Responsible for developing and monitoring performance measurement reporting.
- Prepares special projects and cost benefit analyses for management.
- Represents the department in management meetings.
- Advises the County Administrator, members of the Board of Supervisors, County departments, and department staff as needed.
- Participation in the revenue forecasting process and model updates
- Manages the development and execution of specific research and related projects concerning budgetary issues.
- Keeps abreast of developments in organizational budget management
- Performs related work as assigned.

Working Conditions:

- A. Hazards
 - None Known
- B. Environment
 - Office
- C. Physical Effort
 - Minimal
- D. Exempt
 - No Compensatory Leave Accrual

Knowledge, Skills and Abilities: Knowledge of governmental budgeting, required. Comprehensive knowledge of state laws and local ordinances applicable to budget preparation. Must have good professional and administrative judgment combined with excellent communications skills, both oral and written. Ability to visualize future issues in budget management and recommend creative solutions. Must be able to work independently and meet deadlines. Must know how to establish and maintain successful working relationships with department heads, County staff, government officials, and the public. Must possess high level of computer application knowledge.

Education, Experience and Training: Bachelor's degree in a related field (preferably in accounting, finance or public administration) required (masters degree preferred) with at least five (5) years of progressively responsible related experience, including supervision; Experience with Microsoft Excel, Word, and PowerPoint preferred – **OR** – Any equivalent combination of education, experience and/or training sufficient to demonstrate the knowledge, skills and abilities is acceptable.

Special Conditions:

- Criminal Records Check, including fingerprinting
- Twelve-month probationary period
- Work beyond normal work schedule