

**DONA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: DASO Budget Specialist	PAY GRADE: B23
DEPARTMENT: Sheriff's	FLSA: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt
REPORTS TO: DASO Department Manager	LEAD: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
BARGAINING UNIT: N/A	SUPERVISOR: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
APPROVED:  Elected Official	<u>1/24/14</u> Date
 Human Resources Director	<u>2/5/14</u> Date

I. PURPOSE SUMMARY. Administration of the financial management of the Sheriff's Office annual budgets in accordance with County and DFA regulations, and grantor requirements.

II. ESSENTIAL DUTIES.

1. Formulates, prepares, submits and justifies proposed expenditures for all Sheriff's Office budgets. Tasks include:
 - A. Prepares regular and special budgets in a timely manner within County deadlines
 - B. Provides advice and technical assistance with cost analysis and fiscal allocation
 - C. Confers with division supervisors and command staff to plan, forecast and project the use of financial resources
 - D. Presents and explains annual budget to management and commissioners

2. Analyzes and reviews budgets daily to maintain expenditure controls. Tasks include:
 - A. Provides advice and technical assistance with on-going cost analysis, fiscal allocation, and budget revisions in a timely and accurate manner
 - B. Summarizes budgets and submit recommendations for the approval or disapproval of funds requests
 - C. Reviews operating budgets to analyze trends affecting budget needs and produces budget status reports for management every thirty days
 - D. Reviews budgets to clear negative balances, correct accounting errors and to determine the need for internal budget revisions
 - E. Prepares information illustrating financial and statistical data for various budget documents, analyzes economic trends as required
 - F. Monitors and closes unspent purchase orders and reallocation of funds

3. Develops, prepares, submits and provides budgetary data for RFP's and contract proposals. Tasks include:
 - A. Reviews and recommends changes on request for proposals and ensures all documentation attached is accurate and in compliance with County and DFA regulations
 - B. Compiles and analyzes accounting records and other data to determine the financial resources required to implement a program or capital outlay purchase.
 - C. Prepares and presents agenda items to management and commission

- D. Coordinates with Finance for accounting fund numbers to set up new budget for contracts, grant funded and approved programs
- E. Contract formulation responsibilities are performed in coordination with Purchasing
- F. Researches new editions of the New Mexico Criminal and Traffic Law codes for newly established fees that can be charged for law enforcement services, such as Writs

III. ADDITIONAL DUTIES. Performs other related duties as assigned

IV. QUALIFICATIONS.

A. Education. Bachelor's degree in Public Administration, Business Administration, Accounting, Finance or closely related field

B. Experience. Five (5) years of experience in budget preparation, analysis and monitoring budgets. Experience with governmental budgets is preferred.

C. Education/Experience substitution. In accordance with County Policy

D. Licenses/Certifications. n/a

E. Other (e.g., post-offer medical exam, polygraph, background check, driver's license record, etc.). Must successfully pass a background check. No felony convictions.

1. KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED BY THE POSITION:

Knowledge of:

- Economic and public accounting principles and practices including GASB, the financial markets, banking and the analysis and reporting of financial data.
- Local government and State Department of Finance and Administration financial procurement procedures
- Advanced budget theory, principles and practices and their application to a variety of budgeting transactions or problems for public financial administration
- Applicable state laws, rules, regulations and statutes
- Methods to identify complex problems and review related information to develop and evaluate options and implement solutions

Skilled in:

- Reading, writing and mathematical calculations at a technical level
- Problem solving techniques
- Use of personal computers proficiently in the areas of word processing, spreadsheets, graphics, scheduling, and financial analysis

Ability to:

- Consider the relative costs and benefits of potential actions to choose the most appropriate one.
- Use initiative and independent judgment when related to core functions while at the same time recognize when it is necessary to refer matters to the supervisor's attention
- Organize and prioritize numerous tasks to meet deadlines
- Effectively present information at an advanced level and respond to questions from general public and staff, which must be conducted in a courteous and respectful manner at all times
- Read and interpret reports, regulations, invoices, and other correspondence between state and federal agencies and the County

2. **FREEDOM TO ACT.** Assignments are made by defining objectives, priorities and deadlines. The position handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Work is reviewed for conformity to policy and requirements.

3. **GUIDELINES AND JUDGMENT.** Guidelines are available but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines, such as policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

4. **PHYSICAL DEMANDS.** The work is sedentary. Typically the employee sits comfortably to do the work. There may be some walking, standing, bending, carrying of light items. No special physical demands are required to perform the work.

5. **WORK ENVIRONMENT.** The work is sedentary, typically requiring the employee to sit comfortably to do the work. There may be some walking, standing, bending, carrying of light items, or driving an automobile.

6. **SUPERVISORY RESPONSIBILITY.** The position supervises all budget-based activities, but has no supervisory responsibilities of staff. Responsible for own work.

V. EMPLOYEE ACKNOWLEDGEMENT:

I have read my Job Description and understand my assigned responsibilities, and have been given a copy of this Job Description. I have also received a copy of the Personnel Policies and Procedures Handbook, and understand that I am responsible for reading and following all relevant policies and procedures outlined in it. I also certify by my signature below that I am able to perform the essential functions of this Job Description with or without reasonable accommodation.

Accepted by: _____
Employee _____
Date