

**DOÑA ANA COUNTY
JOB DESCRIPTION**

POSITION TITLE: DASO Budget and Purchasing/Inventory Specialist PAY GRADE: B31	
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 checked="" type="checkbox"/> Yes <input type="checkbox"/> No
APPROVED:  Elected Official	<u>7/24/14</u> Date
 Human Resources Director	<u>7/25/14</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. Directs and oversees all functions and activities at a professional level which positively impact the efficiency and effectiveness of the DASO budget, purchasing, and the DASO acquisition process involving the administration of both the supply and fleet coordinators, in accordance with Dona Ana County procurement policies and guidelines.

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 with cost analysis and fiscal allocation
 - C. Confers with executive staff and command staff to plan, forecast, and project the use of financial resources
 - D. Presents and explains annual budget to executive staff, county management and commissioners
 - E. Analyzes and interprets financial and accounting records, reports, identifying problem areas and implements the necessary steps to resolve these problems
 - F. Establishes procedures and guidelines for the collection of financial and administrative data to ensure that internal accounting controls are adequate and observed
 - G. Recommends budget actions which include fund reallocations, approvals and denials
 - H. Participates in strategic and daily planning with commands within the Sheriff's Office in matters relating to budget and financial issues
 - I. Reviews and maintains contracts
 - J. Commits self to providing excellent customer service and demonstrates commitment through cooperative team and individual efforts
 - K. Creates a high quality work culture through participation in and emphasis on training and mentoring to develop leadership, management, and technical skills in self and all employees, including safety related training and skills

2. Analyzes and reviews budgets daily to maintain expenditure controls. Tasks include:
 - A. Provides advice and assistance with on-going cost analysis, fiscal allocation, and budget revisions in a timely and accurate manner

- B. Summarizes budgets and submits recommendations to the Sheriff and other executive staff members
 - 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 under the direction of the Sheriff
 - G. Conducts random audits of DASO supplies, equipment, and fleet assets to ensure proper use, assignment and accountability of assets
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 in coordination with staff
 - 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 county 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
4. Supervises and directs staff and daily activities. Duties include but are not limited to:
- A. Develops goals and objectives and implements approved policies and procedures
 - B. Participates in the selection of assigned staff, sets performance standards and conducts performance evaluations, approves work, leave or overtime requests and when necessary implements discipline procedures
 - C. Responsible for administrative notifications on significant matters
 - D. Responsible for limiting County liability in all situations at all times
 - E. Will supervise DASO purchasing and supply personnel to ensure budget expenditures are efficiently and effectively tracked through purchasing documentation, supply allocations and distributions. This oversight is to ensure that all DASO supplies and assets are being properly accounted for at all times. A formal acquisition process will be required which is consistent with DAC purchasing policies. Supervisor will be responsible for a detailed checklist which incorporates DAC required information and records materials produced, distributed and collected from DASO personnel at the beginning of their employment; during their employment; and at the conclusion of their employment. Supervisor will provide a monthly report to the Executive Staff on budget expenditures authorized, purchasing requisitions, and collections received (including repayment of lost or damaged DASO assets).

III. ADDITIONAL DUTIES. Performs other related duties as assigned

IV. QUALIFICATIONS.

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

B. Experience. Four (4) years of professional experience in budget preparation, analysis and monitoring budgets. Experience with governmental budgets and technical writing is preferred. Prior supervisory experience is preferred.

C. Education/Experience substitution. Directly related experience may substitute 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 be able to pass background check.

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
- Principles and techniques of management and effective supervision

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
- Firmly and impartially exercise supervisory authority

2. **FREEDOM TO ACT.** The supervisor makes assignments by defining objectives, priorities, and deadlines, and assists the employee with unusual situations that do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignments in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and 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.** Includes planning overall work objectives and establishing priorities consistent with broad goals and objectives; develops, modifies and approves work methods or procedures; coordinates diverse work activities; allocates available resources consistent with the established budget; reviews operations to determine whether goals and objectives are being met; have full supervisory responsibilities including recommending hiring, firing, promotions and completing performance evaluations.

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

07.09.14