

Jurisdictional Class: Exempt for Towns Only
EEO Category: Administrative Support
Adopted: 09/14/2018

BUDGET OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Incumbents in this class are responsible for the formulation of budgetary policies of the Town, including allocation and expenditure of funds. The work is performed under the administrative direction of the Town Supervisor. Supervision may be a responsibility of this position. Incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Organizes budget information for Supervisor and Town Board;
Provides elected officials and department heads with revenue and expenditure reports and advises them of the fiscal condition of the Town;
Prepares annual Town budget based on revenue/expenditure estimates from departments;
Acts as liaison to department heads regarding budgetary matters;
Reviews expenditures, including documentation, confirms availability of funds, and submits;
Provides advice, guidance and makes recommendations with regard to fiscal effect of projected policies and programs;
Participates in the formulation and implementation of town fiscal and operating strategy and policy.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of modern public budgeting and finance; knowledge of the principles of public administration and administrative management; familiarity with New York State local finance laws; ability to analyze significant trends in operations from detailed records and factual materials; ability to communicate effectively, both orally and in writing; initiative, resourcefulness; good judgment; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Appointed on the basis of experience, and other such qualifications, as the Town Supervisor may determine appropriate.

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