

Market Range Detail - Budget Administrator

Effective Date

September 19, 2011

Market Range Title Description

This is a single incumbent position in the Office of Management Budget with County-wide responsibility for business planning and reporting, financial and policy analysis, and economic forecasting. The Budget Administrator manages and evaluates the work of a staff of Budget Analysts who perform complex and highly sensitive analysis and budget work. Responsibilities include: consolidating the Countywide budget; analyzing and reporting on the budget on a regular basis; preparing the comprehensive annual budget document and overseeing its distribution; maintaining the MFR budgeting system; reviewing and revising the ten-year financial forecasts including monitoring contracts associated with the forecast; conducting short and long-range revenue and expenditure analysis of Countywide budgetary and fiscal issues; coordinating tax revenues; analyzing property taxes; overseeing legislative financial impact studies; providing project management support in the implementation of new programs, procedures, methods, and systems for departments; working with technology staff on budget system implementation, administration, and reporting issues; working closely with the Department of Finance and information technology staff on changes and modifications to all elements of the County's chart of accounts; completing special projects assigned by management. The Budget Administrator reports to the Deputy County Manager.

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$39.64	\$48.95	\$58.25

Likely Minimum Qualifications

- Other combinations of education and experience may be considered in substitution for the minimum qualifications.
- Bachelor's degree in accounting, finance, business administration, public administration or related field.
- Six years of increasingly responsible budgetary or fiscal administration experience including three years of supervisory or management experience.
- Master's degree in accounting, finance, business administration, public administration, or related field preferred.

Working Titles

- Budget Administrator

Glossary:

Market Range Title: Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

Effective date: The date the salary range was implemented for use.

Market Range Title Description: Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

Likely Minimum Qualifications: Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

Market Range: The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

Hiring Range: The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

Working Title: The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.