

THE MARYLAND-NATIONAL CAPITAL PARK & PLANNING COMMISSION
invites applications for the position of:

Assistant Budget Manager for Program Analysis (14610, Grade 26)

An Equal Opportunity Employer

SALARY: \$58,556.00 - \$100,394.00 Annually

OPENING DATE: 06/30/17

CLOSING DATE: 08/11/17 11:59 PM

DESCRIPTION:

The Maryland-National Capital Park and Planning Commission, Prince George's County Department of Parks and Recreation, has an immediate need for an **Assistant Budget Manager for Program Analysis**. Under the direction of the Department Budget Manager, the **Assistant Budget Manager for Program Analysis** works in a team environment leading highly technical and complex budget and financial analyses of programs to support the sound fiscal management of the Department. Specifically, this position will assume a lead technical role in cost analysis and fee policy for the ongoing implementation and administration of the Department's Functional Master Plan- Formula 2040. Additionally, this position oversees the Department's energy and utility management program, which ensures that Department is efficiently and effectively meeting its energy needs by performing technical analysis, energy bill monitoring, and contract negotiations as needed. The Assistant Budget Manager for Program Analysis works closely with key Department personnel across all Divisions serving as a resource for specialized financial needs and improving efficiencies, providing financial management education and training, contract management, and monitoring energy and utility expenditures.

The ideal candidate will: have senior level budget and financial analysis experience in the public sector; have the ability to work fluently with relational databases in an ERP environment; have advanced computer skills, particularly Microsoft Excel; have the ability to work effectively in a team environment and maintain cooperative working relationships; have excellent communication skills with the ability to present and convey technical budget and financial information in an easy to understand way; and the professional judgment to appropriately handle sensitive projects and information.

Please visit www.mncppc.org/jobs for more information and to apply.

EXAMPLES OF IMPORTANT DUTIES:

- Analyzes a variety of financial information (i.e. revenues, expenditures, cash management, cost projects, etc.) for the purpose of providing direction and support, making recommendations, maximizing use of funds, and/or ensuring overall operations include cost recovery within the annual budget

- Develops budget assumptions, forecasts, detailed estimates and statistical analyses. Prepares and conducts analytical and technical studies. Prepares a variety of written reports, correspondence, procedures and other documents, with technical, statistical and narrative content.
- Oversees and conducts studies regarding cost recovery; proposes recommendations for cost recovery percentages and implementation process. Examines whether proposed cost recovery recommendations can be achieved based on known capacity restraints
- Prepares and assembles specialized financial and statistical data and reports for use in budget evaluation. Ability to analyze Formula 2040 goals and evaluate specialized financial/other management data.
- Collects and consolidates budget data in MS Excel and Word. Updates manual and automated files and record keeping systems and ensures accuracy of data. Coordinates and implements the procurement of divisional and departmental utility/energy goods and services for budget purposes. Prepares, evaluates, monitors, and tracks divisional and departmental utility and energy contracts.
- Oversees utility management program. Develops financial models to support utility expenditure tracking. Assists with the development of annual utility budget. Uses trend analysis and historical data to project annual energy consumption and related utility expenditures.
- Approves invoices, and coordinates with EAM staff to resolve billing errors with utility companies.
- May supervise seasonal staff assigned to energy and utility analysis.
- Communicates effectively, orally and in writing, with employees, officials and the public.
- Understands and applies budget and procurement rules, regulations, and procedures to ensure compliance.
- Performs other duties as may be assigned.

MINIMUM QUALIFICATIONS:

1. Bachelor's degree in business administration, management, or related subject; and
2. Six years of progressively responsible administrative experience related to the needs of the department to which the position is assigned; or
3. An equivalent combination of education and experience.

SUPPLEMENTAL INFORMATION:

DESIRABLE QUALIFICATIONS:

1. Degree in Finance or Accounting
2. Six years of progressively responsible budget development experience
3. Knowledge of Commission facilities, operations and organization.
4. Effectively manages multiple projects, pays attention to detail, and prioritizes.
5. Consistent, trustworthy, maintains confidences, and is discreet with sensitive information.
6. Database experience as it relates to utility and financial analysis.

WORKING CONDITIONS:

Primarily works in office environment that is adequately lighted, heated, and ventilated. Some driving (to meet with parks and recreation managers, attend meetings, and provide training and outreach to staff). Occasionally visits indoor/outdoor locations with exposure to varied weather conditions, confined spaces, electrical shock, noise, dust, dirt, and fumes.