



HOWARD COUNTY GOVERNMENT
invites applications for the position of:
**Fiscal Manager I-County Administration,
Budget**

An Equal Opportunity Employer

SALARY:

\$32.71 - \$55.97 Hourly
\$68,043.04 - \$116,415.52 Annually

OPENING DATE: 06/21/19

CLOSING DATE: 07/12/19 11:59 PM

POSITION SUMMARY/CLASS DESCRIPTION:

STARTING SALARY HIRING RANGE:

\$32.71 - \$41.57
\$68,043 - \$86,483

POSITION SUMMARY/CLASS DESCRIPTION:

This position is responsible for various analytical, monitoring and management work related to operating budget, capital improvement program (CIP) budget, performance management and management analysis. Work includes responsibility for analyzing and forecasting revenues and expenditures; participating in developing the annual operating budget and/or CIP budget and other budget documents; analyzing, monitoring and recommending on needed actions for budgeting activities and records of assigned departments; drafting policies and procedures; assisting with the development of departmental strategic plans; performing analysis on performance data, process and operations; and interpreting conditions of grants.

CLASS DESCRIPTION:

Performs mid-management and advanced level financial, auditing or budgeting work under general supervision from an administrative or technical superior. Work may include planning, organizing, and supervising the activities of a unit; coordinating budget activities; auditing electronic data processing systems; resolving major program problems; and developing, evaluating and implementing financial budgeting or auditing programs and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Include the following. Other duties may be assigned.

Secures operating and/or CIP budget information from assigned individual departments and agencies; reviews proposals for conformance to budgetary policy and management goals; analyzes requests for funds; secures additional information as necessary; recommends funding levels. Assembles completed budget request from individual departments and agencies; performs independent analysis and provides recommendations on proposed budget level for assigned agencies or CIP projects; develops justification and supporting data for the proposed budget; and makes revisions where needed.

Ensures appropriate linkage between departmental strategic plans, the overall goals/priorities of the County, and budgetary requests; collects, audits, and analyzes departmental performance data; prepares reports on findings and best practices and provides recommendations for improvement; prepares special reports and management studies as requested.

Reviews year-to-date spending of assigned agencies or CIP projects on monthly basis; provides analysis and updated current fiscal year expenditure estimate on regular basis; recommends on actions or adjustments where needed based on revenues and expenditure year-to-date performance and updated estimate; and work with departments and agencies to follow through and achieve needed adjustments where applicable.

Maintains liaison with operating officials and central administrative personnel to exchange information quickly and take proactive actions where needed; discusses changes thoroughly and explains modifications; attends budget hearings.

Reviews the work of budget support personnel engaged in compiling data and other assignments; reviews proposals for arithmetic accuracy and content; and assembles preliminary and final budget packages.

Maintains accounts of budget appropriations; develops and processes related fiscal documents such as contract awards and grant proposals.

Reviews county departments and agencies applications for federal and state grant awards, and coordinates with departments and agencies for implementation in accordance with established funding conditions.

Participates in the preparation of County budget documents, including proposed and adopted operating and CIP budgets, budget ordinances, budget database, and other data sets, documents and reports.

Prepares fiscal impact statements for various proposals including legislation for the County Council and General Assembly.

Prepares documents and reports associated with supplementary budget information such as user fees and charges, tax rates and comparisons, chargeback and restricted funds.

This job has no supervisory responsibilities.

MINIMUM REQUIRED EDUCATION/EXPERIENCE:

Bachelor's Degree and four years of related experience.

PREFERRED EDUCATION, KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of the principles, methods and techniques of data compilation and operating budget development and analysis.

Considerable knowledge of the principles and practices of public policy and public administration.

Some knowledge of accounting principles and practices.

Some knowledge of strategic planning and performance measures.

Some knowledge of CIP budget.

Some knowledge of revenues.

Ability to gather, compile and analyze data and information.

Ability to analyze budget proposals and interpret budget manuals.

Ability to prepare comprehensive financial statements and reports.

Ability to communicate both orally and in writing.

Ability to understand, analyze and recommend on policy issues.

Ability to establish and maintain effective working relationships with others.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and use hands to finger, handle, or feel. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

LANGUAGE SKILLS, MATHEMATICAL SKILLS AND REASONING ABILITY:

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or boards of directors.

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.howardcountymd.gov>

Job #19-00587
FISCAL MANAGER I-COUNTY ADMINISTRATION, BUDGET
GW

An Equal Opportunity Employer

Fiscal Manager I-County Administration, Budget Supplemental Questionnaire

- * 1. Your application, which includes any associated supplemental questions, must be complete at the time of submission and must clearly articulate the required work experience relevant to the position for which you are applying. The submitted electronic document must outline accurate dates to include (month and year) in association with each work history entry. Vague descriptions of experience will not be considered. Please include all

pertinent experience in your application to include, full or part time, volunteer, military, acting capacity, or any other such work history that is applicable to the position for which you wish to be considered. Descriptions of duties that state "see resume" will negatively impact your candidacy as resumes cannot be substituted in lieu of a completed application. Applicants will not be contacted for clarification or additional information.

I have read and understand the language outlined above.

- * 2. Do you have experience planning, developing, and analyzing fiscal records and budgets and preparing comprehensive financial statements?
Yes No

- * 3. If you have experience planning, developing, and analyzing fiscal records and budgets and preparing comprehensive financial statements, please explain where you acquired this experience.

- * 4. Do you have experience having responsibility for all budgeting activities and records of major departments?
Yes No

- * 5. If you have experience having responsibility for all budgeting activities and records of major departments, please explain where you acquired this experience.

- * 6. Do you have experience completing complex management analysis?
Yes No

- * 7. If you have the experience completing complex management analysis, please explain where you acquired this experience.

- * 8. Do you have considerable knowledge of the principles, methods and techniques of data compilation and budget development and analysis?
Yes No

- * 9. If you have considerable knowledge of the principles, methods and techniques of data compilation and budget development and analysis, please explain where you acquired this knowledge.

- * 10. Do you have considerable knowledge of the principles and practices of public administration?
Yes No

- * 11. If you have considerable knowledge of the principles and practices of public administration, please explain where you acquired this knowledge.

- * 12. Do you have knowledge of accounting principles and practices?
Yes No

- * 13. If you have knowledge of accounting principles and practices, please explain where you acquired this knowledge.

- * 14. Do you have experience gathering, compiling, and analyzing both qualitative and quantitative performance data and developing strategic plans?
Yes No

- * 15. If you have experience gathering, compiling, and analyzing both qualitative and quantitative performance data and developing strategic plans, please explain where you acquired this experience.

- * 16. Do you have experience analyzing budget proposals and interpreting budget manuals?
Yes No

- * 17. If you have experience analyzing budget proposals and interpreting budget manuals, please explain where you acquired this experience.

- * 18. Do you have experience planning, developing, and analyzing capital budgets?
Yes No

- * 19. If you have experience planning, developing, and analyzing capital budgets, please explain where you acquired this experience.

- * 20. I understand I am responsible for maintaining the accuracy of my contact information, including my street address, my e-mail address, and my contact telephone numbers. My failure to maintain accurate contact information may result in my not receiving information regarding this job announcement and/or may result in my not being further considered for this employment opportunity. To update this information visit www.governmentjobs.com, click on the "career seekers" link, and follow the prompts.

I have read and understand the language outlined above.
- * 21. Do you possess a Bachelor's Degree and 4 years of related experience, or an equivalent combination of education and experience?
Yes No

- * Required Question