



DIRECTOR OF BUDGET

Classification: Director III

Location: District Office

Reports to: Executive Director of Human Resources

FLSA: Exempt

Employee Group: EASA

This job description does not constitute an employment agreement between the district and employee and is subject to change by the district as the needs of the district and requirements of the position change.

Part I: Position Summary

Provides leadership, planning, and strategic vision in developing, presenting, implementing, monitoring, and reporting on the district budget(s).

Part II: Supervision and Controls over the Work

Serves under the broad guidance and administrative supervision of the executive director who establishes financial goals and objectives, sets priorities, and assigns program responsibilities.

Is responsible for establishing practices and procedures to guide budget development and execution; assuring accuracy and reliability of budgetary work and products; effectively monitoring execution; meeting deadlines, and providing guidance and assistance to district leadership in carrying out their budget responsibilities.

Work is guided by, and must be in compliance with, federal and state law, policy direction of the school board, and compliance with state and local regulatory agencies.

Part III: Major Duties and Responsibilities

1. Develops and recommends long and short-range budget strategies, policies and procedures which optimize revenues and expenses in support of district programs, operations, and overall goals and objectives. Proactively identifies budget issues and concerns and provides guidance and recommendations to district leadership to assure timely and well informed executive decisions regarding district finances.
2. Coordinates development of the district's five budgeted funds. Provides training and orientation to district staff in budget development. Provides guidance and direction on district, state, federal and grant budget requirements and guidelines. Identifies, coordinates, and develops procedures and processes for collecting program and data input from district staff. Analyzes data for reliability and oversees assembly of the budget. Coordinates budget work sessions, meetings, and presentations to move the budget through the development, refining, decision-making, presentation and approval process.
3. Establishes budget monitoring and execution procedures, processes and reporting. Periodically reviews revenue and expenditure results and trends to assure budget compliance. Alerts district leadership and provides for timely intervention when results and trends indicate a need for adjustment.

4. Actively participates in program and operational planning to provide input and advice on the budget impact of recommendations and decisions. Participation includes such areas as revenue and enrollment forecasting, collective bargaining, impact of potential legislation, new initiatives and new program development. Analyzes proposals, interlocal agreements, and contracts to identify fiscal implications related to budgets and grants.
5. Develops multi-year budget forecasting to comply with state statutes and assists district leadership in ensuring long-term fiscal stability. Prepares a variety of reports and presentations to assist and inform district leadership, directors, stakeholders, and partners on budgetary matters.

Program Leadership

1. **Planning and Programming:** Participates in discussions on evolving demands and expectations and the impact those demands and expectations will have on assigned programs. Uses forecasting tools and strategies to predict future needs and availability of funds. Develops strategies and programs that respond effectively to anticipated needs and the changing profession.
2. **Representation:** Represents and advocates for district in local and state meetings and workgroups. Provides analysis of legislative proposals. Participates in the development of levy initiatives.
3. **Policy Formulation and Guidance:** Formulates policies necessary to implement program management goals and objectives and to assure effective operation of assigned programs. Establishes a system for periodic review of policies to determine when modifications are necessary to advance the goals of the department and to serve the overall needs of employees and directors and the organization.
4. **Labor Relations:** May participate in the collective bargaining process to include identifying and researching bargaining issues related to assigned functions. Assists in developing bargaining proposals and bargaining positions.
5. **Program Direction and Staff Supervision:** Assists in recruiting and assigning staff to assure they possess and practice values necessary to achieve the level of program delivery and customer service essential to a highly effective organization. Assesses, evaluates, and provides training and professional development of subordinate staff. Creates communication, collaboration and coordination processes that assure all staff members are timely and effectively informed of department policies, issues, and guidance that their programs are expected to support.
6. **Program Evaluation, Analysis and Feedback:** Administers a system of data collection and analysis that provides for continuous assessment of program effectiveness and/or changing needs. Participates in conducting a comprehensive assessment review of programs to determine their level of effectiveness and contribution to the mission of the department and to identify problem areas, areas of high success, and areas in needs of change. Prepares structured presentations to the superintendent and others to share the program evaluation results.

Performs other duties as assigned.



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Part IV: Minimum Qualifications

1. Must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.
2. Bachelor's degree in business, accounting, computer science, or related field.
3. Minimum of five (5) years of experience in a combination of payroll operations and systems development and application.
4. Additional education and/or experience may be substituted on a year for year basis.
5. Knowledge of financial data management program software and financial and human resource system applications.
6. Technology and programming skills essential to maintaining District systems.
7. Knowledge of general accounting procedures and relevant federal laws and state statutes.
8. Skill in oral and written communication.
9. Strong analytical and mathematics ability.
10. Ability to establish and maintain effective working relationships with staff and outside agency personnel.

Part V: Desired Qualifications

1. Master's degree in business or economic field and CPA.
2. Professional level leadership and operating experience in a public school system.

Part VI: Physical and Environmental Requirements of the Position

The physical demands and work environment 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 frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal. The employee must occasionally lift and/or move 25 to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Required to work with computer terminals for extended periods of time.