

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1152

TITLE: DEPUTY DIRECTOR, MANAGEMENT AND BUDGET

GRADE: S-35

DEFINITION:

Under the general direction of the Director of Management and Budget, assists the director in all aspects of formulation and administration of the County's budgets; oversees the daily operations of the Management and Budget Department; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Deputy Director, Management and Budget is distinguished from the Management and Budget Coordinator in that the Coordinator oversees one of four critical areas within the Department of Management and Budget while the Deputy Director assists the Director of Management and Budget in all aspects of formulation and administration of the County's budgets.

The Deputy Director, Management and Budget is distinguished from the Management and Budget Director in that the Director has overall responsibility for formulation and administration of the County's budgets.

ILLUSTRATIVE DUTIES:

Develops, enhances and coordinates the County's program for revenue projection and enhancement, policy and financial forecasting;

Advises the Director, Management and Budget, the Deputy and County Executive and the Board of Supervisors with respect to the impact of current and potential revenue projections, enhancement measures, tax policy and intermediate and long term financial forecasts;

Coordinate County revenue estimating efforts;

Provides advanced technical analysis of tax and revenue proposals under consideration by federal, state and local governments;

Analyzes various ad hoc fiscal issues and presents analysis and recommendations to the County Exec and Board of Supervisors;

Presents high level proposals related to revenue forecasts, revenue proposals, and budget proposals to the Board of Supervisors, County Exec and his/her deputies;

Evaluates the impact of federal, state and local legislation on the County's revenue and budgets;

Manages the daily operations of the department;

Plans, organizes, selects, trains and directs the activities of the department;

Supervises, trains, coaches and evaluates the performance of senior professionals within the department;

Prepares work programs to accomplish the mission of the organization, assists in planning activities of the department;

Represents the Budget Director at meetings with employees, citizens and government officials;

Makes recommendations for improvements to the County's budgetary process.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Advanced knowledge of the principles, theories, and practices of public administration, particularly regarding governmental budget and finance administration;

Advanced knowledge of federal, state and County laws, ordinances, rules and regulations governing all aspects of budget management;

Advanced knowledge of the County's policies, principles and practices;

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Advanced knowledge of best practice regarding municipal budgeting;
Advanced knowledge of the County's budget process;
Knowledge of the governing board's practices and procedures regarding review and approval of the County budget;
Knowledge of the county's mission, goals, objectives and organizational structure;
Knowledge of systems management and process improvement;
Knowledge of strategic planning principles and practices;
Knowledge of human resources and management practices;
Ability to conduct high level analysis;
Ability to prepare and present high level presentations;
Ability to gain and maintain the confidence and cooperation of the officials, employees and the public;
Ability to communicate effectively verbally and in writing;
Ability to prioritize the work of self and others;
Ability to plan, organize and direct the work of professional, technical and support staff;
Ability to motivate others towards completion of a goal;
Ability to effectively monitor the work of others.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
Graduation for an accredited four-year college or university with a bachelor's degree in public administration, business administration, economics, public policy, or a related field with course work in one of these areas; PLUS

Six years of increasingly responsible experience within the area of local government budget preparation and execution or closely-related analysis work such as revenue analysis, organizational performance measurement analysis, or fiscal legislative analysis.

At least one year of experience must have been as a supervisor of a major functional area.

CERTIFICATES AND LICENSES REQUIRED:

None.

NECESSARY SPECIAL REQUIREMENTS:

This position will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter.

Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.

REVISED:	May 4, 2007
REVISED:	April 16, 2002
ESTABLISHED:	July 1977