

DIRECTOR OF BUDGET - CITY SCHOOL DISTRICT

Code No.:3-18-256

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for the development, assessment and monitoring of the City School District's annual budget. The employee directs and coordinates the formulation and presentation of budgets for controlling the funds to meet program objectives of the School District. The employee coordinates the development of the budget and ultimately presents the budget to the Superintendent and the Board of Education. Further responsibility includes evaluating the effectiveness of budget allocations. The employee reports directly to and works under general supervision from the Chief School Business Executive. The employee may provide general supervision over staff members. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

Directs the development of the District's annual budget;

Manages, coordinates and meets with all department heads in the proposal development and review process in conjunction with the District's planning efforts;

Recommends to the Superintendent target allocations based on revenue projections and cost estimates provided by the Chief School Business Executive;

Develops and presents the budget decision-making packages to the Superintendent and the Board of Education;

Directs and coordinates the allocation process for all approved local, state, federal and foundation grants consistent with District goals and objectives;

Directs and coordinates the budget assessment process for the purpose of evaluating the effectiveness of budget allocations;

Directs the reallocation process based on the District's goals and financial status in consultation with department heads;

Approves all budget transfers, unbudgeted authorizations, unbudgeted personnel requisitions and reallocations to the schools, based on enrollment increases;

Reviews, revises, and recommends changes in procedures and practices around budget implementation, monitoring and reallocations;

Attends meetings of the Board's Finance Committee, Board Study Sessions and Board of Education for the purpose of reviewing budget recommendations as well as the status of the current budget;

Attends and participates in meetings of the Superintendent's Cabinet as a member of top management;

Supervises technical staff in the development of the budget and performance of financial and statistical analysis;

Attends meetings of the Budget Advisory Committee, serving as the District's liaison.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of school district budgetary practice and preparation; thorough knowledge of the Rochester City School District's organization, functions, programs, and operations; thorough knowledge of cost estimating and revenue projections; thorough knowledge of statistics and graphic presentations; good knowledge of the Rochester City School District's diverse ethnic background population; good knowledge of mathematics; good knowledge of research procedures and program assessments; good knowledge of data processing applications relating to budget accounting; working knowledge of the essentials of planning in an educational setting; good oral and written communication skills; ability to prepare, monitor and maintain a comprehensive budget; ability to interact with all levels of the organization; ability to motivate and supervise professional staff; ability to analyze, organize and present data in narrative and tabular format; ability to interact with the public; resourcefulness; tact; patience; initiative; integrity; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Business Administration, Finance or Accounting, plus EITHER:

- (A) Five (5) years of full-time or its part-time equivalent experience in budget preparation, budget analysis, financial analysis or management analysis, two (2) years of which shall have been at a senior level; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, Public Administration, Finance or Accounting, plus three (3) years as described in (A), two (2) years of which shall have been at a senior level; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree, plus four (4) years of experience as described in (A), two (2) years of which shall have been at a senior level.

SPECIAL REQUIREMENTS: Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

FORMERLY: Coordinating Director of Resource Allocation

ADOPTED: December 8, 1988

REVISED: July 30, 1997

Denied Non-Competitive by State Civil Service Commission action on April 11, 2005