

BUDGET SERVICES MANAGER 6710

Distinguishing Characteristics of Work

This is responsible managerial and administrative work directing the operations of Budget Services including preparation of the Legislative Budget Request, developing operating budgets, monitoring appropriations, and providing budgetary support to the Trial Court and District Court Budget Commissions, Supreme Court managers, and management of the Office of the State Courts Administrator. The Budget Services Manager is responsible for supervising a professional staff of budget analysts and secretarial support. The Budget Services Manager plans, supervises, and coordinates the preparation and development of the Legislative Budget Request, data support and coordination of the long range program plan, development and administration of the State Courts System Operating Budgets, budget amendment approval, and general budget administration during the legislative session. Budget Services Manager also conducts research and analysis regarding the transition from county to state funding pursuant to Revision 7 to Article V of the State of Florida Constitution. Working relationships are established with chief judges, trial court administrators, marshals, budget commissions, State Courts System management, staff of the Florida Legislature, the Executive Office of the Governor, and other state agencies. The Budget Services Manager exercises considerable independent judgment and works under the limited supervision of the Director of Administrative Services.

Education and training guidelines

Graduation from an accredited four year college or university with major course work in accounting, business, public, or judicial administration, management, or economics and five years of professional accounting experience, three years of which must have been involved in a budgeting function of a governmental agency and at least two years in a supervisory position.

A masters degree in an area cited above may substitute for one year of the non-supervisory experience.

A CPA certificate may substitute for two years of the non-supervisory experience.

Progressively responsible professional accounting and budgeting experience may substitute on a year-for-year basis for the bachelor's degree.

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Knowledge, skills, and abilities

Knowledge of the organization and operations of the Florida State Courts System or Florida State government generally. Knowledge of and ability to apply the principles and techniques of governmental accounting and budgeting. Knowledge of the laws, rules and regulations relative to financial records and reports. Knowledge of the Florida legislative process, including the budget process. Knowledge of SAMAS and LAS/PBS and their application to the state accounting and budgetary processes. Ability to perform daily work involving written or numerical data and make arithmetic calculations rapidly and accurately. Knowledge of program budgeting. Ability to summarize complex budgetary information into an understandable format. Ability to develop a plan of anticipated expenditures. Ability to complete a complex budgetary document. Ability to communicate clearly and effectively, and prepare and make written and oral presentations to elected and other public officials. Ability to use a personal computer and software applications such as WordPerfect, Quatro Pro, e-mail, and the Internet. Ability to effectively manage time and resources. Ability to maintain confidentiality and discretion concerning sensitive budgetary issues.

Effective: January 1, 2003