

Florida State Courts System

Class Specification

Class Title: Budget Administrator

Class Code: 6740

[Pay Grade 29](#)

General Description

The essential function of the position within the organization is to provide support in planning and managing budget operating activities. The position is responsible for supervising staff, assisting with planning and management of operating budgets, payroll projections oversight of Legislative Budget Requests and the Long Range Program Plan, beginning operating allotments and operating allotment changes, budget amendments, assisting in conducting bill analysis for fiscal impact to the State Courts System, and performing administrative functions, including preparing reports. The position works under general supervision independently developing work methods and sequences.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises and coordinates staff, including training, assigning and evaluating work, counseling, and recommending disciplinary action.

Assists in planning and managing departmental operating activities, such as preparing, monitoring and analyzing budgets; responding to daily requests for information from the courts and outside parties. Other activities may include preparing professional contracts for services, auditing and reconciling contracts, or managing functions such as purchasing or inventory control.

Oversees preparation of budget amendments, Legislative Budget Request, and the Long Range Program Plan; and payroll projections; and assists in conducting legislative bill analysis for fiscal impact.

Assists with development of policy and procedures, and ensures compliance with applicable policy, procedures, statutes and regulations by departmental personnel.

Sets up and maintains record systems; processes daily paperwork such as financial reports, memos, requisitions, or personnel information.

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Oversees and assists with compilation and analysis of information/data for preparation and reconciliation of periodic and special complex financial reports.

Manages functions such as preparing spreadsheets, charts and graphs, conducting research, preparing periodic employee evaluations, or providing for staff technical or professional growth.

Attends or conducts staff and other professional meetings to exchange information.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Conducts research to discover new methodologies and directs others in major events and reports on activities and results.

People Responsibility:

Refers to individuals who have contact with or are influenced by the position.

Instructs or trains others through explanation or by making recommendations on the basis of technical expertise. Negotiates, exchanges ideas, information, and opinions with others to formulate policy and arrives jointly at decisions, conclusions, or solutions.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires responsibility for achieving major economies or preventing major losses through the management of a large department or through interpreting policy.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses mathematics involving the practical application of fractions, percentages, ratios and proportions; or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities; descriptive statistics; deductive geometry, plans and solid, and rectangular coordinates; mathematical and classifications or schemes.

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Communications Requirements:

Involves the ability to read, write, and speak.

Reads technical journals, abstracts, financial reports, and legal documents; writes complex articles and reports; makes presentations to professional groups.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs work involving the application of laws, policies, guidelines, and rules; and thinking to solve practical problems within or applying to a unit or division of the organization; requires continuous, close attention for accurate results and frequent exposure to unusual pressure.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with very serious impact - affects most units in organization, and may affect citizens; probability of damage is likely.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving moderate latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as Word, PowerPoint, and Excel or complex custom financial/accounting applications such as FLAIR and LAS/PBS.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

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Bachelor's degree in business, public, or judicial administration, finance, accounting or a closely related field.

Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

Five years of related experience in budgeting in a governmental agency, accounting, or other related professional experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

None