

# Florida State Courts System

## Class Specification

### Class Title: Budget Services Manager

Class Code: 6710

[Pay Grade 32](#)

### General Description

The essential function of the position within the organization is to manage and oversee fiscal operations. The position is responsible for supervising staff; developing, analyzing and monitoring operating budgets; managing and overseeing the purchasing of goods and services, processing of invoices, and preparation of budget amendments; providing fiscal support to Courts System management personnel; monitoring inventory control; and managing administrative functions, including overseeing preparation of complex financial reports. The position develops and implements programs within organizational policies; reports major activities to executive level administrators through conferences and reports.

### 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 staff, including organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination; prepares periodic employee performance evaluations.

Directs and participates in development, preparation, submission and administration of operating budgets, ensuring compliance with applicable internal policies and State laws; provides final approval on fiscal impact for bill analysis.

Administers the budget amendment process; ensures application of State laws and internal policies; oversees projecting of costs, anticipating organizational changes and associated cost impact, and preparation of budget amendments.

Oversees and coordinates preparation and development of the Legislative Budget Request and Long Range Program Plan; ensures Legislative Budget Request technical compliance with Chapter 216, F.S.

Manages processing of invoices of responsibility, including local and out-of-county travel reimbursements; reviews and approves invoices for payment.

## **BUDGET SERVICES MANAGER**

Directs and oversees the processing of purchase orders for goods and services for the County and the State of Florida.

Provides staff support to and monitors judicial commissions and committees; serves as liaison with legislative and governor staffs regarding budget issue analysis.

Prepares and makes presentations to judges, trial court administrators, marshals, clerks and other managers regarding budgetary processes, law updates and budget changes.

Develops policy and procedures in consultation with senior management to ensure efficient and economical departmental operations; evaluates results to ensure compliance and to identify deficiencies.

Interfaces with County and State courts' financial and purchasing departments concerning matters such as expediting payments, lost documentation, past due bills, special requests or allowable/unallowable expenses.

Oversees administrative matters, such as conducting research studies and projects, managing preparation of and reviewing financial reports or correspondence, monitoring inventory control, developing and administering training, or providing for staff professional growth.

Conducts staff and other professional meetings and conferences to exchange information; attends technical or professional seminars or conferences to improve professional skills.

## **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 or to find solutions for unresolved problems.

### **People Responsibility:**

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

Negotiates or exchanges ideas, information, and opinions with others to formulate policies and programs, or arrive jointly at decisions, conclusions, or solutions.

## **BUDGET SERVICES MANAGER**

### **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 highly complex and/or technical department, or through developing and recommending policy as legal counsel.

### **Mathematical Requirements:**

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

Uses advanced algebra working with exponents and logarithms or linear quadratic equations; analytic geometry; and/or statistics, applying mathematical operations to frequency distribution, reliability and validity, analysis of variance, or correlation techniques.

### **Communications Requirements:**

Involves the ability to read, write, and speak.

Reads and interprets advanced professional materials; writes extremely complex reports and papers; speaks to high level 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 broad principles of professional management and leadership to solve new problems for which conventional solutions do not exist; requires sustained, intense concentration for accurate results and continuous 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 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.

## **BUDGET SERVICES MANAGER**

Coordinates the handling of machines, tools, equipment, or work aids involving extensive latitude for judgment regarding attainment of standard or in selecting appropriate items, such as computers, peripherals, or software programs such as word processing, spreadsheets or complex custom financial/accounting applications.

### **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 responsibility for the safety and health of others and for occasional enforcement of the laws and standards of public health and safety.

## **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.

Bachelor's degree in business, public or judicial administration/management, 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.

Six years of related experience, including one year of supervisory experience.

### **Licenses, Certifications, and Registrations Required:**

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

None