

BUDGET OFFICER (TOWN)

DISTINGUISHING FEATURES OF THE CLASS: This is administrative work of a moderately complex nature involving responsibility for performing the statutory duties of budget officer for a town. It applies to a specific position established for this purpose and does not apply to those situations where an existing town officer or employee is additionally appointed as budget officer. Primary duties involve preparation of tentative town budgets and necessary liaison work with departments in connection therewith. Related duties in personnel administration such as payroll, personnel record keeping, etc., may be assigned, but must occupy less than half the total time involved. Work is performed under the general supervision of the Town Supervisor. Supervision may be exercised over a small number of employees. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Reviews and investigates departmental budget estimates and requests, and conducts such hearings, and requests such other data as necessary;
Prepares estimates for such departments as fail to submit estimates by the legally designated date;
Consolidates budget requests;
Prepares tentative budget and budget recommendations;
Files tentative budget, budget message, if any, and estimates and schedules with the Town Clerk;
May prepare budget message;
May meet with the Town Board to discuss the tentative budget and estimates submitted;
May supervise the maintenance of the Town's personnel records;
May supervise the administration of personnel acquisitions, terminations and related personnel actions;
May supervise or assist in the administration of labor agreements between the Town and its employee organizations to include but not necessarily limited to salary plan administration;
May supervise the preparation of payrolls, payroll tax reports and maintenance of insurance records;
Performs such other related work as may be assigned by the Town Supervisor;
Performs a variety of related activities as required.

Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of municipal budgetary principles and procedures; good knowledge of laws and statutes relating to town government; good knowledge of equipment, supplies and tools commonly used in town offices and departments; some knowledge of office management; some knowledge of wage and salary administration; ability to maintain budgetary records and prepare reports; ability to obtain and evaluate information from operating officials; ability to carry out oral and written instructions.

MINIMUM QUALIFICATIONS:

Exempt class position; specific qualifications determined by the appointing authority.