



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Budget Administrator</u>	NEW: <u>X</u>	REVISED: <u> </u> <small>(Please check one)</small>
REPORTS TO: <u>Captain & Chief Jailer/ Jail Administrator</u>	FLSA: <u>Non-exempt</u>	DATE: <u>10/11</u>
DEPARTMENT: <u>Sheriff/Corrections</u>	JOB CODE: 203	

DEFINITIONS:

With limited supervision, administrate and direct all budget and finance areas of the Sheriff's and Jail operations, including budgets, grants and inmate financial issues by performing the following duties.

ESSENTIAL FUNCTIONS: *(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.)*

Process and direct others in the budgetary activities of the Sheriff, Jail and all grant related funds. Responsible for accurate data for the Sheriff's and Jail budgets; process, track and analyze budget data; maintain financial reports; manage the financial aspects of grant reimbursements and expenditures. Serve as liaison with other County offices concerning budget, grant and payroll activities.

Responsible for payroll, tracking 6 month probationary periods, process, oversee and insure accuracy of all status forms; maintain and verify positions. Coordinate VA benefits. Track position savings and salary projections.

Oversee fixed asset inventory; assist fleet manager in maintaining vehicle files. Assist Services Division Captain with daily activities. Process grant reporting, audit petty cash funds, coordinate and track Boone Hospital funded nurse, process reimbursements and reporting. Coordinate and track City of Columbia dispatch time, process all related paperwork, track overtime monies spent and assist the fleet manager.

KNOWLEDGE AND SKILLS:

1. Good knowledge of Boone County Sheriff's Department relating to procedures and confidentiality of information.
2. Some knowledge Missouri court system and procedures of the criminal justice system.
3. Skill in reading, analyzing, problem solving and interpreting procedures, statutes and other legal publications and government regulations.
4. Skill in writing reports, business correspondence and procedure manuals.
5. Skill in providing customer service to public that may be upset by the law enforcement system.
6. Skill in effectively presenting information and responding to questions from groups of managers, clients, customers and the general public.
7. Skilled in adding, subtracting, multiplying and dividing all units of measure, using whole numbers, common fractions and decimals.
8. Skill in computing rate, ration and percent and to draw and interpret bar graphs.

MINIMUM QUALIFICATIONS:

High School Diploma or GED, and four years of related experience; or an equivalent combination of education and experience; ability to type 35 words per minute in automated office environment; must possess a clear criminal history.

APPROVALS:

Department Director: _____ Date: _____
(Signature)

HR Director: _____ Date: _____
(Signature)