

BOONE COUNTY
JOB DESCRIPTION

JOB TITLE: <u>Budget Administrator</u>	NEW: <u>X</u>	REVISED: <u> </u>
REPORTS TO: <u>Director, 911 Joint Communications</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>07/14</u>
DEPARTMENT: <u>911 Joint Communications</u>	JOB CODE: <u>203</u>	

DEFINITIONS:

With limited supervision, administer and direct all budget and finance areas of the 911 Joint Communications Center, including budgets, grants and 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 911 Joint Communications Center. Responsible for accurate data for the 911 Joint Communications 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 ensure accuracy of all status forms; maintain and verify positions. Track position savings and salary projections. Assist with year-end closing, accruals, balance sheets and reports.

Review, approve, track fixed asset purchases and personnel action forms. Respond to outside auditors or other financial inquiries. Record payments and issue receipts (e.g. for 911 Records Request.) Work with County Purchasing with Bid Analyses & Awards, fixed asset tracking, and other purchasing procedures. Work closely with Administrative Assistant and provide cross-training as necessary.

KNOWLEDGE AND SKILLS:

1. Good knowledge of the 911 Joint Communications Department relating to procedures and confidentiality of information.
2. Knowledge of County policies and procedures as they relate to budget, timekeeping, payroll, vendor, and personnel resource files.
3. Skill in reading, analyzing, problem solving and interpreting procedures, statues 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, ratio and percent and to draw and interpret bar graphs.
9. Ability to perform a variety of responsible and sensitive clerical work and maintain the confidentiality of information as prescribed by law.

MINIMUM QUALIFICATIONS:

High School Diploma or equivalent, 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.

NOTE: A criminal background check including a national fingerprint check through law enforcement agencies and a drug test will be conducted on all successful applicants prior to their being appointed to this position.

APPROVALS:

Department Director: _____ Date: _____
(signature)

HR Director: _____ Date: _____
(signature)