

The Maryland-National Capital Park and Planning Commission

TITLE: CIP/Budget Administrator GRADE: 32 DATE: 2/16/2021
SERIES: General Administrative CODE: 1139 EEO: Professional FLSA: Exempt (E)

Class Definition

Under general direction, on a department-wide basis oversees all aspects of managing capital improvement project (CIP) budgets or operating budgets. Depending on area of assignment, plans and develops capital improvement programs, monitors the progress, expense and revenues of capital projects, manages all fiscal and budgeting procedures relative to CIP, works closely with design and project managers and provides oversight of CIP procurement and contracting. Depending on area of assignment, plans, develops, and manages an operating budget, prepares and coordinates budget strategies, conducts periodic reviews of revenues and expenditures, establishes goals and objectives for the budget management work program and makes presentations to appointed and elected officials. Performs a full range of supervisory functions. Serves as member of the department's management leadership team and as an internal consultant on administrative management matters by applying expertise in capital improvement projects or operating budgets. Some work is highly confidential or highly sensitive. On a regularly recurring basis, the work has important impact, primarily department-wide, on management programs or systems including high profile or high stakes matters. Applies comprehensive knowledge of CIP management, financial management, public sector budgeting, and purchasing and contracting as well as knowledge of administrative management in general, and knowledge of a wide range of Commission-specific bodies of information altogether to ensure work products and services are effective. Independently performs various types of analyses and solves conventional, non-standard and challenging problems to ensure accuracy, adequacy and effectiveness in assigned function. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide and advise. Meets the FLSA standard for exemption as a supervisor. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities or resources. The incumbent plans and manages all work program duties within this framework and is held accountable for provision of effective products and services including soundness of management advice and achievement of work program goals. The incumbent is expected to keep the supervisor informed and to seek assistance only for highly complex or very sensitive matters. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors such as skill and ingenuity in overcoming technical and non-technical problems including intra- and interdepartmental coordination problems.

Job Summary:

Manages capital improvement project (CIP) budgets or operating budgets for a department. Responsibilities consist of planning and developing capital improvement programs, monitoring the progress, expense and revenues of capital projects, managing all fiscal and budgeting procedures relative to CIP, working with design and project managers and providing oversight of CIP procurement and contracting; as well as performing supervisory functions. Incumbents are expected to plan, develop, and manage an operating budget, prepare and coordinate budget strategies, conduct periodic reviews of revenues and expenditures, establish goals and objectives for the budget management work program.

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Examples of Important Duties (Estimated Percentages):

1. CIP/Budget Administration Functions (±70%)

- Plan and develop the Capital Improvements Program (CIP) based on inclusive input, qualitatively validated and prioritized according to established criteria that is used to evaluate projects based on need, scope, cost and impact to the operating/maintenance budget. Work collaboratively with the other operating divisions within the department as well as other stakeholders to ensure that capital and maintenance needs are evaluated as part of an overall Capital Assets Management system. Monitor the progress, expenses and revenues of capital projects, including land acquisition, and adjusts budgets accordingly. Coordinate with the Commission's Corporate Budget Manager and Secretary Treasurer to determine the best strategy for funding CIP via grants and bonds to ensure the CIP conforms to the Spending Affordability Plan.
- Manage all fiscal and budgetary procedures relative to the CIP, including reviewing and approving funding for CIP contracts, continuously updating the chart of accounts, routinely preparing budget adjustments, reconciling all annual expenses and revenues and financially closing out projects once completed. Work closely with design and construction project managers to maintain accurate, up-to-date information on all CIP projects. Present CIP information to the department's management team, public officials, operating division staff and the general public based on reports and dashboards that meet their information needs. Provide oversight of CIP Procurement and Contracting Unit which handles all Requests for Proposals, Invitation for Bids, contracts and all related procurement issues. Administers Maryland Program Open Space and Grants Funding.
- Effectively plan, develop and manage the annual operating budget preparation including careful coordination with CIP Budget Administrator. Prepare and coordinate budget strategies in accordance with the County's Spending Affordability Guidelines, Commission's Six-Year Plan and Planning Board directions/policies; strategies which include specific cost-cutting and revenue enhancement actions. Work with the Director, Deputy Directors and Administrative Services Division Chief to establish departmental budget and spending standards. Efficiently manage the departmental budget by strictly monitoring and controlling expenditures in accordance with the approved budget. Conduct timely quarterly/periodic reviews of departmental revenues and expenditures and (where necessary) reallocate funds or institute other measures as required consistent with sound financial management practices.

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- Work closely with Division Chiefs to implement established departmental budget and spending practices and to assure continued compliance with these practices. Prepare and make presentations to appointed and elected officials on an as needed basis. Establish clear, consistent goals and objectives for the department's budget management work program in alignment with each individual staff person's performance plan. Address specific divisional needs through the department's budget management program through analyses and make business process recommendations to improve efficiency and effective cost savings. Represent the department in a professional manner when addressing the public, community, organizations, business groups, government officials, and inter-governmental organizations. Train all appropriate staff on the basics of fund accounting and how the department budget is structured.

2. Work Program/ Management/Staff Supervision ($\pm 20\%$)

- Manages assigned work program. Keeps staff informed of Commission policies and procedures; establishes work program goals and objectives; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the work program; manages staff and other personnel in support of programmatic objectives and operational requirements; monitors work operations; ensures oversight of the work of consultants and contractors.
- Performs a full range of supervisory human resource (HR) management functions, unit-wide. Initiates or recommends official personnel actions such as recruitment, selection and transfer; selects or helps select staff; trains and develops staff or ensures staff training and development; mentors and coaches; counsels or disciplines; approves or disapproves leave; ensures adherence to equal employment opportunity (EEO) requirements and pertinent Commission policies and procedures; establishes and communicates objectives and expectations, and evaluates performance.
- Performs management-related quality assurance, control or related work such as:
 - Leads research and development of proposals and organizational initiatives.
 - Ensures work program regularly reviews existing programs to identify and address updates needed to comply or align with changing Federal, Maryland or County requirements and industry standards, reflect best practices, and communicate and support organizational practices or needs.
 - Leads special studies, projects and initiatives; ensure that analysis is comprehensive, accurate and objective and that recommendations are supported through clear and well-documented analysis.
 - Implements programs, monitor actions and ensure that implementation is carried out effectively.
 - Effectively communicates newly adopted programs to ensure understanding and effective application.

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- B. Knowledge of, and skill in (1) planning, assigning and reviewing work, (2) budgeting, using capital and managing resources to accomplish work, (3) managing work and supervising employees at the first level of supervision, or ability to rapidly acquire this knowledge and skill set; this includes knowledge of, and skill in applying, HR management and EEO principles and practices.
- C. Considerable problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes recognizing subtle aspects of problems and making recommendations and decisions. Examples include applying a wide variety of qualitative and quantitative measures to analyze management problems; developing technically and programmatically excellent, sufficient and practical options for enhancement of programmatic or operational policies, processes and procedures; performing environment scans to proactively prepare for and respond to emerging administrative management issues; and selecting and applying various leadership techniques to work program operations and HR matters.
- D. Skill in communication to understand verbal and written information (including facts, assertions and arguments), draw inferences, form hypotheses and develop logical arguments, and to express such information so that others will understand and, in some situations, agree, comply or take other desired action(s). This includes skills in actively listening to ascertain key information, including perspectives, concerns, wants and needs of others, and in communicating effectively to obtain agreement, compliance or other desired results.
- E. Interpersonal skills to interact with business contacts in a businesslike, customer service-oriented manner; this including establishing and maintaining effective working relationships and working as a member or a leader of a team.
- F. Skill in using a computer, modern office suite software (such as MS Office), enterprise software (e.g., Lawson Financial System) and specialized software.

Minimum Qualifications (MQs):

1. Bachelor's Degree in Finance, Business Administration, Public Administration, Management Science or any related field.
2. Six (6) years of progressively responsible experience that includes substantive work in the range of duties and responsibilities in this class specification.
3. An equivalent combination of education and experience may be substituted, which together total 10 years.

Working Conditions:

Works in an office setting. Work is primarily sedentary and requires light physical effort. Work is primarily sedentary and requires very light to light physical effort. May be subject to various job demands such as high volume of work and tight deadlines.