

The Maryland-National Capital Park and Planning Commission

TITLE: Corporate Budget Director GRADE: 38 DATE: 4/13/2018
SERIES: Corporate Budget CODE: 1286 EEO: Official/Admin FLSA: Exempt

Examples include development of budget call guidelines used internally and budget justifications that will be reviewed by elected or appointed officials or their staff members.

- E. Interpersonal skills to interact effectively with business contacts in a businesslike, customer service-oriented manner; this includes skill in 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 and specialized software.

Minimum Qualifications (MQs):

1. A Bachelor's Degree in Finance, Accounting, Business Administration, Public Administration or any related field.
2. Eight 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 12 years.
4. Valid driver's license in accordance with both State and Commission rules and regulations. Driver's license must be unencumbered by restrictions, revocations, suspensions, or points that could limit the employee's ability to drive Commission vehicles or perform driving duties required by the position of assignment.

Working Conditions:

Works in an office setting; may work outdoors briefly on an incidental basis. 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.