

## **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

### Class Definition:

Under general direction, serves as Commission-wide Corporate Budget Director; ensures objective information and authoritative, insightful analyses are provided to top management for making decisions concerning the Commission's annual operating budget and related financial matters. Manages the Corporate Budget Division to ensure effective (1) formulation, justification, presentation and execution of the Commission-wide annual operating budget, (2) preparation of multi-year budget projections, (3) assistance to operating departments in development of their operating budget submissions and (4) review of their submissions for consideration and consolidation into the Commission's budget. Performs a full range of supervisory functions; controls all Division resources. Serves as a key member of the Department's and the Commission's management leadership teams. Some work is highly confidential and highly sensitive. The work has substantial Commission-wide financial impact; this includes high profile or high stakes matters. Applies extensive knowledge of budget management as well as knowledge of administrative management, key Commission work programs and initiatives and other Commission-specific information altogether to ensure the Commission's operating budget program, products and services are effective. Performs intensive analyses and assessments of multiple, interactive variables, including uncertainties, to determine effects. Interacts with people inside and outside the organization to exchange information, coordinate, instruct, guide, advise and obtain agreement or compliance or achieve other desired actions. Performs other duties, as assigned.

Work is assigned in terms of functional responsibilities, goals, priorities, and resources. The incumbent plans and manages all unit work within this framework and is held accountable for provision of effective budget management products and services, including financial advice, and achievement of Division goals. The incumbent is expected to keep the supervisor informed and to seek assistance only for unmanageable problems. Work is expected to be highly effective and is evaluated in terms of achievements, teamwork, customer service and other factors.

### Examples of Important Duties (Estimated Percentages):

#### 1. Unit Management/Staff Supervision (±50%)

- Manages the Corporate Budget Division. Keeps Division staff informed of Commission policies and procedures; establishes work program goals and objectives of the Division; sets work standards; enforces work rules; plans, schedules, assigns, and reviews the work of the Division; develops, recommends and administers approved Division budgets (controls expenditures); manages Division staff and other personnel in support of programmatic objectives and operational requirements; monitors work operations; and, ensures oversight of the work of consultants and contractors.

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- Performs a full range of supervisory human resource (HR) management functions Division-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.

### **2. Quality Assurance/Quality Control/Related (±30-40%)**

- Ensures the effective preparation and presentation of the Commission's operating budget documents. Ensures review of departmental budget submissions regarding form, content, accuracy, completeness and compliance with guidelines; writes or edits budget facts and justifications; and ensures reconciliation of proposed expenditures with estimated revenues. Ensures preparation of subsidiary schedules in support of the budget and the preparation of highlights, statistical charts and graphs in support of budget presentation. Presents the budget (and all supporting documents) to the County Planning Boards or County Councils, and creates and publishes the final, adopted budget.
- Conducts budget and fiscal impact studies and other special management studies, as assigned, which include use of complex spreadsheet formulas, use of mathematical or statistical models, and interpretation of fiscal data and trends. Prepares specialized budget reports and projections of revenues and expenditures to fulfill management objectives. Develops or uses economic assumptions on inflation, movement of wages or prices.
- Prepares compensation cost scenarios for collective bargaining purposes and provides related support to the Commission's collective bargaining management team.
- Reviews monthly budget account statements for expenditure trends. Prepares monthly and quarterly budget reports for the Commission that reflect budget amendments and transfers.
- Conducts expenditure reviews of operating departments' budgets in conjunction with the Finance Department to monitor expenditure levels and to determine funding levels and availability.
- Attends meetings, hearings and work sessions. As the Corporate Budget Director, serves as focal point for senior managers regarding budget-related issues.
- Interprets budget data and trends in fund activity, instructs senior or line managers in selection of proper sources of funds to achieve management objectives, reviews requests having fiscal implications for the Commission, and responds to those requests. Ensures compliance with all laws, regulations, policies and programs as they concern operating budgets.

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- Participates in expenditure reviews, prepares statistical data or charts, and leads budget work sessions with Commission staff and with Montgomery County and Prince George's County government staff.
- Monitors Commission expenditures for compliance with budget. Ensures budget close-out.
- Provides Commission-wide interdepartmental support to Executive Director.
  - Makes presentations in public meetings of the Commission (e.g. open and closed meetings) and to external groups.
  - Serves in acting capacity in absence of Executive Director (e.g. handle urgent matters, review/approve contracts, lead meetings, etc.).
- Performs environment scans to proactively identify and prepare for, inform others of, and respond to emerging budget management issues.

### 3. Other (±10-20%)

- As Division Director, fosters high standards of ethics, integrity, transparency, organizational responsibility and commitment to public service. As a member of the Department's and Commission's management leadership teams, helps peer senior managers foster the same attributes Department- and Commission-wide. Identifies, recommends, and implements new work methods, policies, and procedures to enhance productivity and effectiveness. Works with division chiefs within the Department, and works with broader scope and higher-level Commission management teams as well as interagency teams, to resolve problems, enhance inter-staff or interagency teamwork, develop and implement Department- and Commission-wide changes in policies and procedures, and implement the work programs of the Department and the Commission; may work on inter-agency teams.
- Maintains confidentiality of data, including legally-protected personal information, sensitive budgetary and programmatic data, and other sensitive information.
- Stays informed of changes in the areas of work focus; including updates, changes, and regulatory guidance, such as generally accepted accounting principles (GAAP) and applicable regulations.
- Communicates and interacts effectively with business contacts including managers and staff throughout the Commission, members of the Executive Committee and various advisory groups, Commissioners and, at times, key elected or appointed officials or staff of Montgomery and Prince George's County. Establishes and maintains, or enhances, working relationships, including teamwork, with internal and external contacts. Actively listens to ascertain key information and understand perspectives, concerns, wants and needs of stakeholders in relation to operating budget and related financial matters; seeks to obtain agreement, gain compliance or achieve other desired results.

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- Uses a computer and modern office suite software (such as MS Office), enterprise software and specialized software for planning, scheduling, communicating (email), word processing, budgeting, manipulating data, preparing presentations, reporting time and attendance, requisitioning, researching (the Internet), and performing other functions.

### Important Worker Characteristics:

- A. (1) Extensive knowledge of, and skill in applying, the principles, methods, techniques and generally-accepted practices of budgeting in the formulation, justification, presentation and execution of operating budgets; this includes considerable skill in making and using economic assumptions, analyzing budget proposals and justifications and spending trends, assessing variances, reprogramming funds, and informing line managers of budgeting options to accomplish their work programs.  
(2) Knowledge of general (administrative) management of work programs and how budget influences productivity as well as quality and effectiveness of work products and services.  
(3) Strong knowledge of key Commission work programs to review budget submissions, track spending and advise on budget options to accomplish work programs and to ensure authoritative, insightful analyses of budget matters\*.  
(4) Knowledge of Montgomery County and Prince George's County budget processes\*.  
(5) Knowledge of Commission organization, policies, and procedures (including budget processes, account codes, funding sources and other budget-specific information)\*.

*\*Typically acquired or fully developed primarily after employment in this job class.*

- B. Knowledge of, and skill in, (1) planning, assigning and reviewing work, (2) budgeting, using capital and managing resources to accomplish work, and (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 skill in problem solving to select, organize and logically process relevant information (verbal, numerical or abstract) to solve a problem. This includes skill in recognizing subtle aspects of problems and making recommendations and decisions. Examples include applying a wide variety of qualitative and quantitative measures to analyze budget information; developing and using economic assumptions for analysis; prepares and responds to emerging budget management issues; and weighing pros and cons and managing resources to achieve Division goals and objectives in support of Commission goals and objectives.
- 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.

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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.