



Warren C. Evans
County Executive

DIVISION DIRECTOR - BUDGET – MANAGEMENT AND BUDGET

GENERAL SUMMARY:

Under the direction of the Chief Financial Officer, the Division Director of Budget provides technical expertise and assistance to the County Executive, the Commission, and County departments on the allocation of resources to best accomplish the goals and objectives of County government. The Budget Director annually recommends implements and maintains a structurally balanced County budget that provides essential services to the citizens of the County. This role leads and supports the services, contracts, funding and projects associated with M&B Budget, to ensure effectiveness of service delivery, resource utilization and results.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Provides direction to the Budget Division staff and to the Department of Management and Budget satellite offices on budgeting matters
- Directs the preparation of the \$2.1 B annual budget and quarterly budget projections
- Directs the approval of expenditures; i.e., personnel requisitions, professional service contracts, service vouchers, travel reimbursements, purchase orders and any contract modifications
- Develops County policies and procedures resulting from the various accounting and auditing standard board's standards, County ordinance and resolutions and departmental requirements
- Monitors and directs the timely completion of staff assignments through review of weekly status reports and regular staff meetings
- Reviews and approves bi-weekly payroll input
- Develops training programs for division staff

- Attends County Commission meetings and other meeting as required by management
- Performs other duties as assigned

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Budget practices and procedures
- Knowledge of accounting principles and practices
- Knowledge of management practices
- Ability to deal effectively with others
- Knowledge of Wayne County policies, procedures and regulations
- Ability to communicate effectively, orally and in writing
- Judgment, reasoning and decision-making ability

***Knowledge and adherence of all relevant Wayne County policies, procedures, rules, Collective Bargaining Agreements, Executive Orders, Administrative Personnel Orders, Resolutions, and other County directives, including those referring to Ethics, Procurement, Vehicle Ordinance, Conduct, etc.**

REQUIRED COMPETENCIES:

- Business Acumen & Entrepreneurship
- Communication (verbal/written/non-verbal)
- Adaptability & Change Management
- Continual Learning & Developing a Learning Organization
- Customer Service (internal & external)
- Decisiveness
- Diversity Management
- Ethics, Integrity & Honesty
- Influencing, Inspiring and Negotiating
- Performance & Results Management
- Politically Savvy
- Problem Solving & Technical Credibility
- Internal & External Awareness
- Strategic Thinking & Long-Term Planning
- Teamwork & Group Leadership

DESIRED EXPERIENCE AND TRAINING:

Experience: Seven years full time paid experience in accounting or finance.

Training: Bachelor's Degree in Accounting, Finance, Business Administration or a related degree or equivalent educational experience.

WORKING CONDITIONS:

Work is performed in an office setting.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position.

Department of Personnel/Human Resources
County of Wayne, Michigan
February 2013