

**PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA**

PCSB:  
Pay Grade: ~~C12~~ C11

FLSA: Exempt  
Administrative

**~~ASSISTANT SUPERINTENDENT~~ EXECUTIVE DIRECTOR, BUDGET & RESOURCE ALLOCATION**

**REPORTS TO:**  
ASSOCIATE SUPERINTENDENT, FINANCE AND BUSINESS SERVICES

**SUPERVISES:**  
Budget Specialist  
Coordinator Position Control  
Financial Reporting Analyst  
Support Staff

**QUALIFICATIONS:**  
Master's degree in Business Administration, Finance, Accounting or a related field, or a Bachelor's degree in Business Administration, Finance, Accounting or a related field plus four (4) years progressively responsible related experience. Extensive experience in budget preparation in a school system, government, or large corporation. Extensive management experience in the areas of finance, budget, and other related functions in a school system, government, or large corporation. In addition, the incumbent must possess five (5) years experience at an intermediate or senior level involving budgeting/planning expertise in a computerized environment supporting a diverse management structure.

**PREFERRED:**  
Certified Public Accountant (CPA) designation

**MAJOR FUNCTION**

Directs budget and resource allocation procedures, processes, and activities for the District, including revenue forecasting, budget preparation, expenditure projections, budgetary control, position control, and FTE coordination.

**ASSISTANT SUPERINTENDENT BUDGET & RESOURCE ALLOCATION**  
**EXECUTIVE DIRECTOR, BUDGET AND RESOURCE ALLOCATION**

**ESSENTIAL RESPONSIBILITIES**

- Responsible for continuous evaluation of the budgetary processes and procedures required to meet the demands brought about by changing technology, financial constraints, and Board priorities
- Manages the procedures for gathering, compiling and presenting budget requests from schools, departments, and programs in the budget approval process
- Responsible for budget amendments to the annual budget, in accordance with directives received from the Florida Department of Education and decisions made by the Superintendent and School Board
- Responsible for budgetary control of personnel positions, hours and amounts, as well as for non-personnel expenditures including purchased services, supplies, equipment, and miscellaneous expenditures
- Responsible for analyzing student enrollment projections and related trends
- Responsible for forecasting anticipated revenues by source and expenditures by program; and identifying various methods for budget analysis and management
- Responsible for examining school budgeting, statistical and control techniques for budgetary analysis. Makes recommendations for changes as appropriate and necessary
- Prepares a budget calendar to meet the formal and informal time constraints of budget preparation.
- Reviews the legal requirements for budget adoption and ensures compliance with applicable laws, rules and regulations
- Responsible for submitting the annual budget to the Florida Department of Education and Department of Revenue
- Oversees in-service training for personnel who are involved in the budget process or who administer district funds
- Manages assigned personnel
- Performs other related duties as assigned

**TERMS OF EMPLOYEMENT**

*Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be established by the District.*

*Performance of the job will be evaluated in accordance with provisions of the School Board's policy on evaluation of personnel.*

*The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities and duties required of those in this classification.*

**HISTORY OF JOB CLASSIFICATION**

ISSUED: 4/93 BMP; BOARD APPROVED: 4/28/93; REVISED (D & R): 5/5/98; REVISED (MQ's): 10/98 PBL; BOARD APPROVED: 10/13/98; REVISED TITLE, PQ 4-12 LMCK

**ASSISTANT SUPERINTENDENT BUDGET & RESOURCE ALLOCATION  
EXECUTIVE DIRECTOR, BUDGET AND RESOURCE ALLOCATION**

WORKING CONDITIONS & PHYSICAL EFFORT:	Seldom Or Never	Monthly	Weekly	Daily	Hourly
1. Lift objects weighing up to 20 pounds	X				
2. Lift objects weighing 21 to 50 pounds	X				
3. Lift objects weighing 51 to 100 pounds	X				
4. Lift objects weighing more than 100 pounds	X				
5. Carry objects weighing up to 20 pounds	X				
6. Carry objects weighing 21 to 50 pounds	X				
7. Carry objects weighing 51 to 100 pounds	X				
8. Carry objects weighing 100 pounds or more	X				
9. Standing up to one hour at a time				X	
10. Standing up to two hours at a time	X				
11. Standing for more than two hours at a time	X				
12. Stooping and bending		X			
13. Ability to reach and grasp objects				X	
14. Manual dexterity or fine motor skills					X
15. Color vision, the ability to identify and distinguish colors					X
16. Ability to communicate orally					X
17. Ability to hear					X
18. Pushing or pulling carts or other such objects	X				
19. Proofreading and checking documents for accuracy					X
20. Using a keyboard to enter and transform words or data					X
21. Using a video display terminal				X	
22. Working in a normal office environment with few physical discomforts					X
23. Working in an area that is somewhat uncomfortable due to drafts, noise, temperature variation, or other conditions	X				
24. Working in an area that is very uncomfortable due to extreme temperature, noise levels, or other conditions	X				
25. Working with equipment or performing procedures where carelessness would probably result in minor cuts, bruises or muscle pulls	X				
26. Operating automobile, vehicle, or van	X				
27. Other physical, mental or visual ability required by the job	X				