

PINELLAS COUNTY SCHOOL DISTRICT, FLORIDA

PCSB: 0119
Pay Grade:

FLSA: Exempt
Administrative

EXECUTIVE DIRECTOR, BUDGET and RESOURCE ALLOCATION

REPORTS TO: Associate Superintendent Finance and Business Services

SUPERVISES: Budget Specialist
Position Control Specialist
Financial Reporting Analysts
Assigned 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.

Must show evidence of a working knowledge of the principles of quality management or commit to begin training in the area of quality within the first six (6) months of employment.

JOB SUMMARY

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.

SKILLS & ABILITIES

Ability to:

- Read, interpret and enforce Florida Statutes, State Board of Education rules and School Board policy
- Demonstrate administrative and technical expertise in multiple areas including budget, finance and investments
- Use effective public relation skills.
- Effectively use computer software and hardware to carry out areas of assigned responsibility.
- Plan and present information to the public
- Effectively use problem-solving skills
- Prepare and administer the District budget

And also have:

- Knowledge of group dynamics
- Skilled in consensus building
- Strong written and oral communication skills

EXECUTIVE DIRECTOR, BUDGET & RESOURCE ALLOCATION

ESSENTIAL RESPONSIBILITIES
<ul style="list-style-type: none">• 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. <p>Makes recommendations for changes as appropriate and necessary</p> <ul style="list-style-type: none">• 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
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, FORMAT, D&R 2/12 LMCK; BOARD APPROVED:
EMPLOYMENT STATEMENT
<p>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.</p> <p>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.</p>

EXECUTIVE DIRECTOR, BUDGET & 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				