



**NEW POSITION:** Brief job description and attach a copy of the new job description.

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**POSITION RECLASSIFICATION:** Explain change and /or increase in duties and responsibility. (Attach new job description)

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**COMMENTS:** (Any comments you wish to make regarding this request)

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**HUMAN RESOURCES:** Classification and Salary Recommendation

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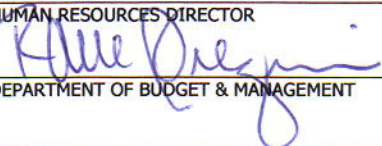
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**BUDGET & MANAGEMENT:** Classification and Salary Recommendation

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|----|-------------------------------------------------------------------------------------|-----------------|-----------------------------------|-----------------------------------------|-----------------------------|
| 1. |  | <u>5/6/2011</u> | FUNDING AVAILABLE IN DEPT. BUDGET | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
|    | DEPARTMENT HEAD                                                                     | DATE            |                                   |                                         |                             |
| 2. |                                                                                     |                 | PERSONNEL PROCEDURES COMPLETED    | <input type="checkbox"/> YES            | <input type="checkbox"/> NO |
|    | HUMAN RESOURCES DIRECTOR                                                            | DATE            |                                   |                                         |                             |
| 3. |  | <u>5/6/2011</u> | BUDGET PROCEDURES COMPLETED       | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO |
|    | DEPARTMENT OF BUDGET & MANAGEMENT                                                   | DATE            |                                   |                                         |                             |
| 4. |                                                                                     |                 |                                   |                                         |                             |
|    | COMMISSIONERS COURT APPROVAL                                                        | DATE            |                                   |                                         |                             |

**DIRECTOR, STRATEGIC PLANNING DIVISION**

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**GRADE: 18**

**GENERAL DESCRIPTION**

Under the direction of the Budget Officer, Department of Budget and Management, this position manages the strategic and long-range planning functions and assigned staff. Work involves the planning and management of the county's Capital Improvement Plan, analysis and long - range planning relating to revenues, worker's compensation, health insurance, debt service and statistical planning data. This position coordinates budgetary and management issues on state and federal grants, including TX-Dot projects and other projects. This position also provides technical advice or assistance to county departments on CIP and grant matters. Usually has responsibility for monitoring certain county programs or funds, and supervises assigned analytical and clerical staff.

**EXAMPLES OF WORK PERFORMED**

Prepares county planning forms and instructions

Develops planning policies or procedures

Supervises the preparation of special reports related to planning and management data

Provides advice or assistance to county department staff on planning and management

Examines and monitors capital improvement budgets to insure compliance with the County's CIP

Examines and monitors grant budgets to insure compliance with grant requirements

Coordinates the planning procedures, preparation, or reporting with other units or departments

Supervises the development and implementation of systems to coordinate TX-Dot Projects

Advises departments about actions that may be required to comply with grant or CIP requirements

Supervises the development statistical formulas or models to use in forecasting and planning

Supervises and directs assigned staff

Performs related work as assigned

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

Four (4) years of full-time experience in accounting, auditing, budget preparation, financial management, governmental management, statistical analysis, or other responsible analytical or professional work that provided a knowledge of budget procedures, budget execution, budgetary and financial relationships with workloads of organizational element, organizational structure, and work processes of an organization. Graduation from an accredited college or university in Business Administration or related. Master's Degree in Business Preferred. Two years of the required work experience may be substituted for each year of the required education with a maximum substitution of three years.

### **Knowledge, Skills, and Abilities**

Knowledge of governmental accounting and budgetary procedures

Knowledge of the principles of organization and management

Knowledge of the capabilities and products of electronic data processing

Ability to analyze fiscal management information and determine need for and best use of funds

Ability to develop and implement budgetary policies and procedures

Ability to analyze budgetary problems and develop and present alternative solutions

Ability to plan work of staff compiling fiscal data

Ability to communicate orally and in writing

Ability to maintain effective working relationships with others

Skill in the use of computer software to analyze data

### **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over 25 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS:**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the Hidalgo County Accident Prevention Plan and department's safety regulations

