



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **BUDGET MANAGER I**  
Grade: 15

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Performs complex (journey-level) budget preparation and analysis work. Work involves examining, reviewing, and analyzing operating budgets; compiling statistics and reports related to budgetary activities; preparing and revising appropriations requests; preparing and monitoring program performance measures; and providing technical advice and assistance on budgetary matters; May supervise the work of others; Works under general supervision, with moderate latitude for the use of initiative and independent judgment.

### **EXAMPLES OF WORK PERFORMED**

- Coordinates budgeting procedures, preparation, and reporting
  - Provides advice and assistance on financial planning and management, ways to better utilize funds and staff, improvement of management accountability, and efficient means to reach program objectives
  - Oversees the development and evaluation of performance and workload measures
  - Develops budget policies and procedures
  - Examines operating budgets to determine whether funds have been appropriately allocated
  - Reviews financial and operating budget reports for accuracy and identifies areas in which more appropriate use of funds can be made
  - Advises staff on areas in which action may be required to stay within the budget
  - Studies and develops budget formulas for appropriation requests
  - Prepares legislative appropriations requests and department budget instructions
  - Prepares reports on performance measures
  - Prepares fiscal notes and analyses of legislation
  - May supervise the work of others
  - Performs related work as assigned
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## **EXPERIENCE AND EDUCATION**

Three (3) years of experience in budget preparation and analysis and in performance measurement reporting work

Graduation from an accredited four (4) year college or university with major course work in accounting, finance, business or public administration, or a related field

## **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

## **KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of accounting, budgetary, and management principles, practices, and procedures; of forecasting methodologies; of automated accounting, budgeting, and forecasting programs; and of performance measurement and reporting

Ability to analyze fiscal management information to determine appropriate use of funds, to perform statistical analyses, to identify and develop budgetary reports and schedules, to analyze management problems and develop and present solutions, and to supervise the work of others

## **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 twenty-five (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 County of Hidalgo Accident Prevention Plan and department's safety regulations