

SNOHOMISH COUNTY JOB DESCRIPTION

BUDGET AND FISCAL ADMINISTRATOR

Spec No. 2157

BASIC FUNCTION

To provide financial research and analysis services to the assigned department. Develops and manages the annual budget and to manage department's local area network and data processing systems, and provide fiscal and operational information to division managers.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Prepares and manages department's budget; analyzes financial management issues, programs and policies; recommends strategies to support departmental goal of operating in the most cost-effective and efficient manner.
2. Provides advice and assistance to division managers regarding fiscal and operational issues and related problems and procedures.
3. Administers state and federal grant programs; develops and implements tracking procedures; prepares monthly reimbursement requests; serves as liaison with other agencies as necessary; represents department in audits conducted by state and federal agencies.
4. Determines the fiscal impact of all ordinances, grants, contracts, leases and budget modifications; makes recommendations as needed.
5. Develops methods for data collection and statistical analysis for the department; analyzes data and writes and presents special reports; completes cost benefit analyses, forecast models and special projects as needed.
6. Administers departmental local area network (LAN) systems; assist Department of Information Services in the planning and installation of the LAN; maintains user accounts and security; develops and monitors departmental network standards and protocols; troubleshoots network and personal computer problems; determines needs and coordinates the acquisition and installation of new hardware and software; determines and coordinates data processing training requirements.
7. Administers all departmental software applications; develops personal computer spreadsheet and database applications for use by department staff; writes structure query language (SQL) programs which query the Prosecutor's Case Control System, On Track and other departmental databases to generate data sets and produce ad hoc reports as requested by division managers and lead attorneys.
8. Monitors work plans and/or work in progress and department/division goals and objectives for resource allocation and utilization.
9. Advises and assists with the design and development of computer system business applications.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

10. Acts as a fiscal and computer systems liaison to other departments including Finance, Executive, Council and Department of Information Services, and to outside agencies such as Washington State Patrol, Administrator for the Courts, DSHS, CTED and SNOPAC.

STATEMENT OF OTHER JOB DUTIES

11. Attends Executive and Council meetings to provide information on budgetary questions and issues.
12. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

A bachelor's degree in public administration, accounting or political science; AND, three (3) years related experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass all job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- practices, methods and procedures of business or public budgeting, fiscal management, and administration
- revenue, expenditure and cash forecasting methods and models
- organization theories and practices
- research methods and techniques
- program budgeting and financial management concepts and principles
- accounting principles and practices
- computer programs and technology

Ability to:

- maintain all ethical and professional standards of the Office and County
- observe strict confidentiality regarding all information obtained in course of employment
- produce work product that meets professional standards of quality, neatness, accuracy, and promptness
- work independently with a minimum of supervision
- plan and manage complex projects
- plan and organize work, meet deadlines and manage several projects simultaneously
- evaluate and interpret complex financial data
- exercise initiative and judgment and make decisions within the scope of assigned authority

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KNOWLEDGE AND ABILITIES (Continued)

- organize facts and present finding, conclusions and recommendations in a clear, concise and logical manner
- assess the relative advantages and disadvantages of alternative courses of action
- prepare clear and concise written reports
- relate to, communicate effectively with, and gain the cooperation of people of all ages and from a variety of cultural, economic and ethnic backgrounds
- establish and maintain effective work relationships with elected officials, department heads, Executive and Council staff, department management, division heads, project managers, associates, subordinates, and with the general public

SUPERVISION

This position reports to the Operations Manager and responds to direction from the Prosecuting Attorney and Division Chief Deputy Prosecuting Attorneys. The work is performed with a high degree of independence and is reviewed through meetings, periodic status reports, periodic written evaluations, and results obtained.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment. The employee may be required to work evenings, weekends and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: September 1996 as Budget and Fiscal Analyst

Revised: December 1999, December 2004

Revised and Retitled: June 2000

EEO Category: 2 - Professionals

Pay Grade: 109 – Management Exempt

Workers Comp: 5306 Non-Hazardous

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