

POSITION DESCRIPTION		AGENCY/DEPT ID Department of Administrative Services/ DAS101000
DIVISION OR INSTITUTION Administrative Support	UNIT OR OFFICE Office of Finance	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20074520	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Chief Budget Officer		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR SEE TABLE OF ORGANIZATION	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input type="checkbox"/> Essential	Overtime: <input type="checkbox"/> Eligible <input checked="" type="checkbox"/> Exempt If FLSA Exempt, exemption type: Administrative	Bargaining Unit 22 PR 15 Page 1 of 2
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 8:00 a.m. TO: 5:00 p.m.			
	JOB DESCRIPTION AND WORKER CHARACTERISTICS			
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities		
40	Serves as Chief Budget Officer & supervises assigned staff: plans & manages budget development activities of Department of Administrative Services (DAS); develops agency procedures & guidelines for development of capital & operating budgets; trains agency & Office of Finance (FIN) budget staff; DAS lead for budget module of Ohio Administrative Knowledge System (OAKS) financial system; coordinates agency review & submission of budget documents; writes budget language & testimony; coordinates preparation of budget presentations; prepares supplemental budget documentation as required; serves as budget liaison to Office of Budget & Management (OBM) & Legislative Service Commission; supervises FIN budget staff (e.g., delegates & monitors work assignments, approves timesheets & leave requests, administers discipline, evaluates performance).	Knowledge of (1) budgeting; (2) employee training & development; (3) supervision; (4) agency policies & procedures (e.g., rate development & administrative cost recovery)*; (5) state government structure & process (e.g., state government organization, state accounting policies, state budget process, OAKS, personnel/payroll policies & procedures; payroll/personnel system*. Skill in (6) use of personal computer & associated software (e.g., MS Word, Excel, various agency databases*, state accounting & personnel systems*). Ability to (7) define problems, collect data, establish facts, draw valid conclusions & initiate solutions; (8) interpret variety of laws & regulations; (9) prepare original correspondence & speeches on behalf of agency; (10) prepare meaningful, concise & accurate reports; (11) deal with many variables & determine specific action; (12) handle sensitive inquiries from & contacts with officials & general public; (13) establish friendly atmosphere as manager of budget section.		
25	Manages FIN responsibilities for agency rate development & rate review: develops procedures for development of rates under FIN purview; coordinates review of rates developed by agency divisions; oversees maintenance of agency chart of accounts; trains agency budget staff in rate development policies & procedures; maintains agency rate development documentation.	Knowledge of 2, 3, 4*, 5*, (14) accounting; (15) federal cost principles (e.g., OBM Circular A-87)*. Skill in 6* Ability to 7, 8, 11, 12 *developed after employment		
List Position Numbers & Job Titles of Positions Directly Supervised: SEE TABLE OF ORGANIZATION		SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/14/15	

apd 8-14-15ol

