

BUDGET AND MANAGEMENT ADMINISTRATOR

NATURE OF WORK IN THIS CLASS

Administers the formulation and administration of the executive budget and conduct of management studies.

ILLUSTRATIVE EXAMPLES OF WORK (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

Manages subordinate supervisors engaged in providing guidance and assistance to executive departments/agencies on budget preparation, fiscal control, interpretation of executive policy and legislative intent pertaining to the use of appropriations, expenditure, transfer of funds, evaluation of program effectiveness and management alternatives.

Participates in the development of guidelines for the preparation, review, and implementation of the executive budget; interprets the executive policy to subordinates and advise them on especially difficult or sensitive budgetary matters.

Coordinates the review and analysis of department/agency requests for operating and federal funds and capital construction expenditures in accordance with established executive policies.

Manages the preparation of financial and statistical information on the status and trends of Government of Guam funds and the local economic nature of the territory; analyzes the territory's financial trends through in-depth studies on cash condition, status of funds, revenue and expenditure programs; evaluates the fiscal projects and priority financial obligations of the Government of Guam and reports on their status.

Administers the review of proposed legislation having an impact on the financial condition of the government and the Governor's policies and priorities.

Administers the conduct of research and management studies and special projects.

Oversees clearinghouse review activities to ensure that comments/recommendations are consistent with territorial needs and executive priorities, approved state plans and applicable federal/local statutes and regulations.

Directs the preparation of short and long range program expenditures and revenue forecasts.

Initiates recommendation to effect program changes in the BASICS system to strengthen the accountability and control of public funds.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the principles, practices, and techniques of governmental budget administration and management.

Ability to supervise the work of others.

Ability to learn the functions of the executive departments/agencies.

Ability to make decision in accordance with appropriate program guidelines.

Ability to analyze and interpret fiscal and management data and devise solutions to budgetary problems.

Ability to evaluate operational effectiveness and recommend or implement changes to improve program effectiveness.

Ability to develop methods and procedures for budgetary controls and program analysis.

Ability to interpret and apply pertinent laws, regulations, and other program guidelines.

Ability to learn and apply the principles and techniques of automatic data processing.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

MINIMUM EXPERIENCE AND TRAINING

Six (6) years of experience as a Budget and Management Analyst, including two (2) years as a Budget and Management Analyst program supervisor or equivalent work, and graduation from a recognized college or university with a Bachelor's degree in business or public administration, political science or closely related field.

ESTABLISHED: APRIL 1985
AMENDED: DECEMBER 1986
AMENDED: MAY 1995

PAY GRADE: R

HAY EVALUATION:

KNOW HOW:	EII3	350
PROBLEM SOLVING:	E4 (43%)	152
<u>ACCOUNTABILITY:</u>	<u>E1S</u>	<u>175</u>
TOTAL POINTS:		677



ELOY P. HARA
Executive Director
Civil Service Commission