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BUDGET MANAGER I

POSITION DESCRIPTION

The essential function of this position is to assist with the planning and facilitation of budget-related meetings as well as the coordination, analysis, and development of the Clerks of Court budgeting process. This position is responsible for assisting with the tracking and analyzing of revenues and expenditures. This role will also develop and analyze funding needs, requests, and allotments for budgets on an annual basis. Additionally, this position will have the opportunity to work closely with elected officials in meetings, on projects, etc.

EXAMPLES OF WORK PERFORMED

NOTE: Examples are intended as illustrations of various types of work and are not exclusive. Therefore, the omission of specific tasks does not exclude them from the position's required duties.

- Plans and facilitates various meetings, including recording minutes, drafting and presenting agenda items or other meeting materials, and setting up the meetings either on location or online
- Leads or participates in CCOC budget meetings and trainings and provides technical assistance as needed
- Monitors the budget status for each Clerk's Office throughout the fiscal year and provides issue resolution assistance as needed
- Drafts and sends out mass communications, including meeting notices and related correspondence
- Assists in problem resolution and coordination of responses, as needed, and develops effective relationships with all staff levels of entities the CCOC works with
- Assists with development and implementation of budget materials and all related report forms used to capture requested funding, operational budget, financial, and workload data
- Performs data analytics on current and historical data for multiple purposes, including observing trends and forecasting variables
- Conducts technical reviews of clerk budget requests, including the analysis of expenditure, revenue, unit cost, and performance measures as well as adherence to adopted policies
- Works with CCOC staff on any projects or issues that may arise
- Assists with the management of the CCOC's social media presence, including creating posts and promotional content

MINIMUM TRAINING AND EXPERIENCE

Graduation from an accredited four-year college or university and at least one year of governmental experience or an equivalent combination of training and experience.

SKILLS REQUIRED

Technical Skills:

- ***Microsoft Excel*** – Advanced level knowledge including lookups, pivot tables, forecasting, etc.
- ***Microsoft Word*** – Intermediate level knowledge including basic usage and formatting techniques
- ***Microsoft PowerPoint*** – Intermediate level knowledge including design basics and transitions
- ***Microsoft Outlook*** – Intermediate level knowledge including mail forwarding and using shared folders
- ***Social Media Platforms*** – Intermediate level knowledge and proficiency

Additional Attributes:

- Time Management, Organization Skills, and the Ability to Multi-task
- Strong oral and written communication skills
- Ability to Work Within a Team
- Logic and Critical Thinking
- Technologically Savvy