



The County of San Bernardino
invites application for the position of

Budget Officer

Job Announcement Number: **13-16902-01**

SALARY

\$31.85 - \$40.69 **Hourly** \$5,520.67 - \$7,052.93 **Monthly** \$66,248.00 - \$84,635.20 **Annually**

APPLY BY: 5:00 p.m. on 09/27/13

Applicants are encouraged to apply online: <http://www.sbcounty.gov/hr>

THE POSITION

The **Department of Public Works** is recruiting for a **Budget Officer** to administer a large budget with complex funding streams of a major division within the department. Budget Officers supervise assigned staff, manage the fiscal functions within the department, develop fiscal policies, practices and procedures in response to changes in function, program or direction from governing boards and other entities.

CONDITIONS OF EMPLOYMENT

These positions may be assigned to a schedule of less than full-time (80 hours) per two-week pay period.

MINIMUM REQUIREMENTS

Experience: Two **(2)** years of professional-level experience with primary responsibility for analyzing, interpreting and making recommendations to management in one or more of the following fields: Budget/Financial Analysis; Requests for Proposals/Contracts; Analysis and Interpretation of Quantitative Data; Grants Management; Organizational Analysis; or Project Management. ~~AND~~ One **(1)** year of lead or supervising work experience over a support services staff.

Applicants who possess an equivalent combination of experience and education may be considered.

DESIRED QUALIFICATIONS

The ideal candidate will be proficient in written/oral communication; have strong research and analytical skills; ~~and~~ have demonstrated leadership ability, which included three **(3)** years of lead worker experience overseeing professional staff and conducting complex analyses and making recommendations in one or more of the required fields is preferred.

SELECTION PROCESS

There will be a **competitive evaluation** of qualifications based upon a review of the Application and Supplemental Questionnaire.

It is to your advantage to provide complete, organized, and detailed information on the Application and in your responses to each item on the Supplemental Questionnaire as resumes will not be accepted in lieu of the application materials.

The Human Resources Department reserves the right to modify the examination process in accordance with the Personnel Rules and accepted selection practices.

Applications may be obtained and filed online at: <http://www.sbcounty.gov/hr>

(909) 387-8304 • TTY Users: 711

157 West Fifth Street, 1st Floor, San Bernardino, CA 92415

An Equal Employment Opportunity and ADA Compliant Employer

SUP Issue Date: 9/14/13 LC/cde