LUZERNE COUNTY, PENNSYLVANIA

Job Description

Position Title: Director of Budget and Financial Services
Division: Budget and Financial Services

Reports to: County Manager   **FLSA Status**: Exempt

Essential Duties and Responsibilities: The Director of Budget and Financial Services is responsible for the overall financial administration of the County government, appropriate collection, custody, and disbursement of all County funds, budgeting, accounting, and financial management systems, assessment of real property, serves on and advises the Retirement Board and any other powers, duties, programs, services or functions that may be assigned by the County Charter and Administrative Code.

Essential Leadership/Supervisory Duties and Responsibilities
1.Supports and promotes the ethical and efficient operations of the county administration and serves as a model for all associates
2. Develops short (one year) and long term plans and goals to evaluate work accomplishments of subordinate(s).
3. Establishes and maintain effective relationships with other supervisory staff and employees.
4. Applies and adapt practices and techniques to the special requirements of county administration.

Minimum Qualifications, Skills and Abilities

Bachelor's Degree in accounting, business, public administration or equivalent. Five to seven years administrative/ or managerial experience in public finance and administration, which has included 2 years in a supervisory capacity, preferably at the county level. Education in public administration, at the graduate level, may be substituted for up to one year of experience. Also accepted for application are those with an equivalent combination of acceptable training and experience, which has provided the knowledge, skills and abilities cited above.
Proven skills in accounting, fiscal management, and administration principles; innovative problem solving techniques; effective customer service and strong interpersonal skills. Ability to express ideas and communicate on technical and/or administrative subjects, both orally and in writing.

The above statements are intended to describe the general nature and level of work being performed by an employee assigned to this position. This is not a comprehensive listing of all responsibilities and duties that may be assigned by the County Manager.

Est. 9̶8/11