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**CLASSIFICATION SPECIFICATION**

**CLASS NUMBER 70173**

**BUDGET OFFICER SUPERVISOR**

**OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES**

**EFFECTIVE**

**MAY 5, 2002**

Duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Budget Officer Supervisor may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



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### Summary of Essential Duties

The primary purpose of the Budget Officer Supervisor position is to directly supervise Budget Officers, as well as perform budgeting duties for the entire agency. This includes maintaining expenditures, reconciling budget accounts, balancing the budget with the county auditor.

#### Duties

Frequency: 30% +/- 10%

- I. Provides direct supervision to Budget Officers.
  - A. Determines need for new staff members.
  - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
  - C. Disciplines subordinates.
  - D. Reviews, approves or denies employee requests for leave.
  - E. Completes performance evaluations of subordinates' work.
  - F. Meets with subordinates regarding any grievances.
  - G. Trains new and current employees.
  - H. Assigns and reviews work of subordinates.

Frequency: 40% +/-15%

- II. Performs budgeting duties for the entire agency.

Frequency: 15% +/- 4%

- III. Performs fiscal duties for the agency.

Frequency: 10% +/- 4%

- IV. Performs auditing functions for the agency.



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Frequency: 5% +/- 3%

V. Operates various office machines.



**KSA'S FOR THE  
JOB CLASSIFICATION OF  
BUDGET OFFICER SUPERVISOR**

| DUTY       | KNOWLEDGE  | SKILLS  | ABILITIES   |
|------------|--|---|---|
| <b>I</b>   | Personnel practices;<br>Administrative practices and procedures;<br>Disciplinary practices;<br>Personnel practices (e.g., time card procedures);<br>Supervisory practices;<br>Training and development;<br>Interviewing principles;<br>The Americans with Disabilities Act;<br>The Civil Rights Act. | Oral communication;<br>Organization;<br>Supervising;<br>Interviewing.                               | Perform a wide variety of interrelated or nonstandard procedural assignments;<br>Give or exchange routine facts or information;<br>Maintain accurate records;<br>Supervise others;<br>Interview others;<br>Select qualified candidates;<br>Monitor the work of others;<br>Assign work to others;<br>Train others;<br>Recognize errors in the work of others;<br>Discipline others;<br>Explain assignments, procedures, or situations to others. |
| <b>II</b>  | Word processing/typing;<br>Intermediate mathematics;<br>Preparation of allocation reports;<br>Computer operations;<br>Office practices and procedures;<br>Bookkeeping practices;<br>Fiscal management (budgeting) practices and issues.  | Organization;<br>Computer Operations;<br>Oral communication;<br>Writing;<br>Word processing/typing. | Collect data;<br>Perform intermediate mathematical operations (addition, subtraction, multiplication and division of fractions, decimals and percentages);<br>Maintain accurate records;<br>Perform a variety of budgeting tasks (e.g., reconcile accounts, prepare and compile budgets, make budgetary projections);<br>Write budget reports;<br>Gather, collate and summarize data..  |
| <b>III</b> | Computer operations;<br>Office practices and procedures;<br>Fiscal management (budgeting);<br>Word processing functions/typing;<br>Intermediate mathematics.   | Organization;<br>Computer operations;<br>Word processing/typing.                                    | Perform various fiscal duties;<br>Collect data;<br>Perform intermediate mathematical operations (addition, subtraction, multiplication and division of fractions, decimals and percentages);<br>Maintain accurate records;<br>Analyze data;<br>Write fiscal reports;<br>Gather, collate and summarize data.   |
| <b>IV</b>  | Auditing procedures;<br>Intermediate mathematical principles;<br>Fiscal management;<br>Computer operations.  | Organization;<br>Computer operations.   | Extract information from various sources;<br>Perform intermediate mathematical operations (addition, subtraction, multiplication and division of fractions, decimals, and percentages);<br>Perform auditing functions;<br>Maintain accurate records;<br>Proofread materials.  |
| <b>V</b>   | Office practices and procedures;<br>Computer operations;<br>Office equipment.  | Typing;<br>Word processing;<br>Operating office machines (e.g., fax, telephone, photocopier).       | Operate various office equipment (e.g., fax machine, photocopier, computer, typewriter, telephone).   |



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### **Minimum Qualifications**

- Two years experience as a Budget Officer, 70171.
- Or completion of undergraduate major core coursework in business management with an emphasis on budgeting, accounting or similar field of study. Also requires two years experience in a position similar to a Budget Officer, 70171.
- Or completion of eight accounting courses at the college level. Also requires two years experience in a position similar to a Budget Officer, 70171.

**Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.**

### **Unusual Working Conditions/Hazards**

The position requires no unusual physical effort. The work is mostly sedentary. The position involves very limited probability of an injury, but minor risks of injuries involving an office setting, such as tripping and falling exist.