

**OPEN**



**BUDGET & FINANCE  
DIRECTOR  
Posting No. 09-118**

**SPOKANE  
COUNTY  
HUMAN  
RESOURCES  
DEPARTMENT**

**EMPLOYMENT OPPORTUNITY**

**OPENING DATE:** October 26, 2009  
**CLOSING DATE:** November 6, 2009, 4:30 p.m.  
**FLSA STATUS:** Exempt

**SALARY RANGE:** \$6,763- \$9,126/month  
**DEPARTMENT:** Budget & Finance

**WHO MAY APPLY (OPEN)**

This recruitment is open to all applicants meeting the minimum requirements.

**NOTE: This recruitment has been reopened to expand the applicant pool. If you applied during the initial recruitment (open 9/28/09-10/2/09) and were placed on the eligibility list, you do not need to reapply.**

**HOW TO APPLY**

Submit the following required materials:

- Spokane County Employment Application
- Cover Letter
- Resume

**FAILURE TO SUBMIT THE REQUIRED MATERIALS LISTED ABOVE, MAY ELIMINATE YOUR EMPLOYMENT APPLICATION FROM CONSIDERATION.**

**EXAMPLES OF DUTIES**

(Duties may include, but are not limited to, the following)

Plans, organizes and manages the development, presentation, implementation and control of a balanced County budget. Analyzes revenue projections and operating costs and recommends adjustments as necessary to ensure that the financial health of the County is maintained.

Supervises department staff including hiring, training, assigning work, evaluation and discipline.

Performs complex financial analyses and projections and assists officials, directors and senior managers in strategic financial planning and decision making related to the budget. Develops guidelines for improvements in the budget development, planning and control

processes. Analyzes the fiscal impact of policy decisions and changes.

Assists the Chief Executive Officer (CEO) in providing organizational leadership and strategic financial direction to County departments and programs.

Works with Information Systems Department and other parties involved in developing the county's automated accounting system.

Assists in the development and administration of the County's capital improvement plan.

Represents the County in finance related dealings with other public and private entities including the negotiation and administration of grants, contracts, and interlocal service agreements.

Assists in the County issuance of short and long term debt, coordinating the activities of outside professionals including bond counsel, underwriters and financial advisers to meet the County's financing objectives.

Advises the CEO on changes in organization, staffing, work processing and management systems to increase effectiveness and efficiency and reduce administrative costs.

Advises the CEO and BOCC in the fiscal aspects of Board policies, goals and administrative procedures.

Assists and supports the BOCC and CEO in promoting, establishing, and maintaining effective relationships with elected officials, other boards, governmental agencies, community organizations and citizens.

**See other side for important additional information**

**1229 WEST MALLON, SPOKANE, WA 99260-0230**  
**Phone: (509) 477-5750 • TDD Available • JOB HOTLINE: (509) 477-JOBS [www.spokanecounty.org](http://www.spokanecounty.org)**  
**EQUAL OPPORTUNITY EMPLOYER** **DRUG FREE WORK ENVIRONMENT**

Meets, confers with and makes presentations to local, state and federal governmental agencies, civic and professional groups and the media on behalf of the BOCC and CEO as authorized and directed. Represents the County's viewpoints, plans and objectives; provides the CEO and BOCC with information obtained at meetings.

Directs special projects as assigned.

Performs other related duties as assigned.

### **MINIMUM REQUIREMENTS**

**TRAINING AND EXPERIENCE:** Bachelor's degree in public administration, business, finance, or related field and five (5) years of fiscal management or financial administration, preferably in the public sector, including at least two (2) years of supervisory or management experience. MBA or CPA preferred.

**LICENSE:** Valid driver's license.

**RESIDENCY:** Shall provide proof of Spokane County residency within 6 months of appointment and maintain residency throughout employment.

### **SELECTION FACTORS**

Considerable Knowledge of:

- concepts, policies, procedures and regulations of public sector financial management, accounting and budgeting.
- Washington State Budgeting, Accounting and Reporting System (BARS and federal, state and local laws.
- principles and practices of public administration, organization, personnel management and modern supervisory practices.
- government funding sources and financing methods.

**All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the closing date. Postmarks will not be accepted.**

Knowledge of:

- generally accepted governmental accounting principles and practices (GAAP) and GAAP standards.
- data processing and information systems for financial and record keeping systems.

Ability to:

- implement and manage effective internal fiscal and accounting controls.
- anticipate trends in the local and nation-wide economic environment; provide accurate financial analysis and effective direction and management of County assets based on emerging and changing information.
- effectively manage the diverse work activities of professional, technical and administrative support personnel.
- Analyze situations quickly and objectively and determine a proper course of action; use appropriate independent judgment to make decisions of a fiscal, technical management and/or administrative nature in support of Department/County goals and objectives.
- manage multiple complex projects and allocate resources effectively.
- positively and professionally represent the County.
- interpret administrative directives and use initiative and sound judgment in applying same to the work situation.
- direct staff in continuous efforts to improve quality, productivity and effectiveness; supervise, train, motivate and evaluate assigned staff.
- research and analyze complex financial problems; organize facts and findings, conclusions and recommendations in a clear, concise and logical manner.

### **NOTES**

For some positions, joining the Union may be a condition of employment pursuant to the exception as noted in RCW 41.56.122(1) and any other rights afforded by law. Changing bargaining units within the county work force may incur a change in the employee's benefits.

Spokane County is an "at will" employer. All positions are considered "at will" or "at the pleasure" of the hiring authority unless specified otherwise in specific labor agreements. Such positions can be terminated with or without cause at any time by the hiring authority. No employee of Spokane County has the authority to make any oral or written agreement altering any "at will" relationship.

Spokane County strives to satisfy all requests for reasonable accommodation from persons with disabilities. Requests for accommodations should be made in advance and addressed to the Human Resources Director at 477-5750.

- prepare and implement short and long range strategic plans, including considerations of budgetary and public impact.
- interpret and explain county policies, procedures, rules and regulations.
- prepare clear and concise written and verbal reports.
- exercise courtesy, tact, good judgment as to when to act independently and when to refer situations to a higher authority.
- work under pressure and meet deadlines as needed in a political environment.
- maintain the confidentiality of information.
- relate to, communicate with, and gain the cooperation of people of all ages and from a variety of cultural, economic and ethnic backgrounds.
- establish and maintain cooperative, effective working relationships with managers, elected officials, co-workers, employees, representatives of outside agencies and the general public.
- utilize computer business applications and financial management information systems.

## **BEHAVIORAL STANDARDS**

Respectful, courteous, and friendly to customers, other County employees, and County leadership. A team player that helps the organization meet its objectives. Takes initiative to meet work objectives. Effectively communicates with customers and other County employees. Gets along with co-workers and managers. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

## **SELECTION PROCESS:**

Initial screening will be based solely on the information contained in your Spokane County Employment Application. If you meet the minimum requirements, the hiring authority may review your qualifications as presented in your application materials. The hiring authority may interview top candidates. This process subject to change.

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