



Pasco Sheriff's Office

POSITION DESCRIPTION



Position Number: 522

Retirement Class Code: HM (Senior Management)

Class Title: Assistant Budget Director

Type of Position: Civilian

Pay Grade: P40

1. Workweek: Full-Time (40 hours weekly)

2. FLSA: Exempt from overtime

3. EEO Category: 01 (Officials/Administrators)

4. Department: Strategic Planning & Budget

5. Section/Org Code: Compensation; Org. Code 8810

6. Location: New Port Richey

7. Job Summary: Under the general direction of the Chief Financial Officer, this position is responsible for the collection, development and evaluation of data related to the Sheriff's Office Annual Budget and other various funding sources. This position has general oversight of the grant process to ensure internal process functionality and external regulatory compliance.

8. Working conditions: Works in a standard office environment. Fast paced, high demand workload with occasional travel to offices at other locations within and outside the county.

9. Position reports to: Chief Financial Officer

10. Position directly supervises: Grant Writer, Grants Coordinator and Budget Analyst

11. Education and Experience: Master's degree in Accounting, Finance, or a related field and a minimum of (5) five years recent financial/budget analysis experience is **required**. Bachelor's degree in Accounting, Finance, or related field and a minimum of (7) years finance/budget experience may be considered in lieu of Master's degree and (5) five years' experience. Supervisory experience **required**. Experience operating a personal computer using standard Microsoft programs such as Word, Excel, and Power Point is **required**. Experience performing all office related duties in a public-sector environment is **preferred**. Must maintain a valid Florida Driver's License at all times. Unescorted CJIS clearance as authorized by FDLE is required.

12. Illustrative duties and responsibilities:

- Prepares budget/expense analysis upon request
- Assist in gathering agency wide information for use in budget preparation
- Assist in the preparation of the annual budget for review by Sheriff and submission to BOCC
- Isolate and analyze significant trends and practices from detailed records and factual materials
- Identify and research variances, to include detailed findings and recommendations, as needed
- Prepare clear and concise reports, including but not limited to expense and budget analysis, historical data tracking, and revenue projections for use in Agency decision making
- Work with office staff to ensure appropriate processes for data entry consistency and accuracy in data analysis
- Prepare trend analysis to provide funding recommendations for the Annual Budget
- Oversee the preparation of budgets for grant submissions
- Review grant contracts and amendments as provided by staff to ensure accuracy prior to submission
- Complete Member Performance reports
- Complete assignments as directed and perform other duties as needed

The Pasco Sheriff's Office is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, Pasco Sheriff's Office will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Revised February 2024

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13. Associated knowledge, skills and abilities:

KNOWLEDGE OF:

- General Orders/Policy/Procedure manuals
- Financial operations, laws and terminology
- Federal and non-federal regulations and operation policies
- General accounting principles

SKILLED IN:

- Handling confidential and sensitive information and issues
- Organizing, tracking, and maintaining information, data, materials, etc.
- Tact and diplomacy
- Interacting positively and effectively with staff of all levels
- Strong interpersonal skills with a high degree of analytical ability

ABILITY TO:

- Communicate effectively
- Design, analyze and prepare budgetary and financial reports with a heavy emphasis on Excel
- Monitor expenditures and maintain data
- Work with minimum supervision
- Maintain confidentiality

MINIMUM PHYSICAL AND OTHER REQUIREMENTS

The physical abilities listed below are estimates of time spent during a typical workday to perform essential functions and responsibilities. Members in this position may be required to:

- Sit up to 7 hours per day
- Stand up to 1 hour per day
- Walk up to 1 hour per day
- Occasionally lift up to 30 lbs.
- Occasionally bend, squat, reach, kneel or twist

Other Requirements:

- 20/40 vision (corrected/uncorrected) in each eye
- Ability to hear conversation at a normal level (assisted or unassisted)

14. Equipment or machines routinely used in this position: Telephone; agency computer, software programs; calculator; multi-function photocopier.

15. Amount and type of supervision position receives: Employee works under moderate guidance and supervision from the Chief Financial Officer.

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16. Review procedures: Work is reviewed upon completion and/or periodically by the Chief Financial Officer.

17. Emergency Duty Assignment: Tier 1 (Key and Mission Essential). This position designation is for those that are needed to ensure the immediate and continued support for operations and mission essential functions within the agency. It is necessary for this position to perform duties of leadership, specialized functional support, or subject matter expertise required to sustain the organization.

18. Remote Work. Position has option for remote work with bureau commander approval. Employees authorized for remote work may be required to return to the office periodically or upon request when needed, and any decision to allow remote work remains in PSO's absolute discretion and may be subject to change at any time.

19. This position description lists the duties and responsibilities an incumbent would generally expect to perform. Percentages of time, when used, are estimated annual averages and as such are subject to periodic fluctuations. This position description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the member for this job. Duties, responsibilities and activities may change at any time with or without notice.

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