

**MONTGOMERY COUNTY GOVERNMENT
ROCKVILLE, MARYLAND
CLASS SPECIFICATION**

**Code No. 004477
Grade 27**

MANAGEMENT SERVICES SUPERVISOR

DEFINITION OF CLASS:

This is supervisory/advanced level work primarily involving fiscal management of a large department with budgetary and fiscal operations that are unusually complex. Personal contacts for an employee are diverse both within and outside of Montgomery County Government including, but not limited to: management and supervisory employees in the Department to which an employee is assigned, and staff agencies such as County Attorney, Personnel, Procurement, Management and Budget, and Finance; vendors and outside contractors; and staff of state and local agencies such as the Maryland State Department of Health and Human Services, or the Maryland State Department of Transportation, Washington Suburban Transit Commission, and the Washington Metropolitan Area Transit Authority. The primary purposes of the majority of these contacts are to provide and receive information, explain and coordinate actions, and resolve problems. These contacts normally are of a cooperative nature, but require communication skills to resolve differences and questions. While this class of work involves occasional telephone conversations with the public, it does not require an employee to provide direct public service or assistance.

An employee in this class is responsible for providing, either on his/her own or through subordinate employees, selected staff services principally involving budget and fiscal management which facilitate and support the operations of a large department. Employees are responsible for preparing and administering departmental budgets, including providing technical guidance on program and operational matters addressed in the analysis and formulation of the department's budget. The work requires application of a wide range of budgeting concepts and practices to deal with numerous difficult and complex budget and operational issues. Responsibilities may also include monitoring other agency funds for implications affecting the County's operations and services, preparing and administering contracts and grants, procurement management, and similar management services. Work is carried out under a moderate degree of administrative supervision whereby the employee, technically expert in matters of financial management and aware of the organization's goals and objectives, plans and carries out the detailed steps and processes required to accomplish work assignments. An employee in this class is expected to meet and coordinate with and resolve problems concerning other employees and representatives both within and outside the County Government. Completed work is usually reviewed for appropriateness of analytical findings and recommendations. Guidelines governing the performance of work are quite extensive in most areas pertaining to an employee's financial management responsibilities. Even so, the guidelines are not always compatible with each other and often are contradictory to County Government policies, procedures and program goals. In these instances, an employee must determine how to reconcile Federal and State requirements which differ from County procedures and regulations without negatively impacting the organization's operations. New policies and directives frequently have to be developed. The complexity of this class of work consists of: understanding, reconciling and implementing many Federal, State and County Government accounting/budget regulations and procedures; timely responding to competing priorities and deadlines; understanding and implementing interagency, interdepartmental and inter-

divisional relationships and requirements as they affect fiscal and operational matters; analyzing and reporting on a variety of fiscal and related matters; and having to estimate revenue and expenditure trends. The successful blending and overcoming of these competing complexities enable an employee in this class to provide those administrative services which support and facilitate both the financial and operational strength of the organization served. Work is performed in a comfortable office environment which is appropriately lighted, heated and cooled. An employee sits comfortably at a desk to complete the large majority of work assignments, interspersed by brief periods of walking, standing, bending, and carrying of light papers and books. Some overtime is required each year during preparation of Operating and Capital Improvement Program budgets. An employee in this class assigns and/or reviews the work of technical and support staff engaged in fiscal management activities, and may participate in personnel decisions affecting employees in the unit by recommending or initiating personnel actions.

EXAMPLES OF DUTIES: (Illustrative only)

- Monitors operating and capital budgets of organization to which assigned, as well as the budgets of other agencies when these budgets affect the organization's budget management operations.
- Coordinates preparation, packaging and submission of the organization's operating and capital budgets requests.
- Controls transfers of funds and accounts adjustments.
- Provides multi-year cost and revenue projections for the organization.
- Prepares annual financial plan required and submitted for State funding assistance.
- Oversees preparation of contract documents and approves progress payments.
- Resolves contractor claims and performance problems.
- Oversees preparation of grant applications, and supervises fulfillment of grant reporting requirements.
- Supervises preparation of year-end State and Federal financial reports, as well as submission of data for end of year independent audit.
- Conducts analyses of financial and operational matters to provide recommendations and alternative courses of action.
- Coordinates interdepartmental activities regarding lease purchase arrangements for equipment, risk management matters and auditing activities.
- Reviews and responds to correspondence and telephone requests concerning fiscal and operating aspects of the organization.
- Provides policy recommendations and prepares procedural recommendations concerning financial and administrative support matters.
- Analyzes budget proposals and submissions, conferring with program managers and their staffs and advising them on alternatives, requirements and agency goals.
- Presents and defends the agency budget in various forums, presenting alternative proposals and options for consideration and identifying pertinent policy issues to be addressed.
- Accompanies agency management in meetings with State officials and others, including the County Council, regarding the agency budget and related matters, advising the department director and others on matters and explaining budget matters as necessary.
- Directs and/or performs complex budget analyses requiring the compilation of difficult to obtain data, estimates and forecasts of problematic situations and events, and identification of options that often present difficult programmatic choices for management.
- Plans and develops methods, systems and procedures for budget and performance monitoring, and directs the conduct of studies to analyze programs, staffing and other operations for efficiency and effectiveness.

- Supervises staff engaged in preparing and administering budgets for the department, advising program managers regarding budgets and related matters, and conducting management analysis studies to improve agency operations.
- Trains staff and appraises employee performance, counsels employees regarding work related matters, and recommends and/or initiates personnel actions affecting employees within the unit.
- May supervise program services such as development, enhancement and implementation of safety and training programs.
- Performs other related duties.

KNOWLEDGE, SKILLS AND ABILITIES:

- Considerable knowledge of the principles and practices of budget analysis/management and accounting appropriate to the needs of a position assigned to this class.
- Considerable knowledge of statistical analysis and related procedures and techniques.
- Considerable knowledge of current computer financial software and personal computer applications required for a position in this class.
- Ability to identify and solve problems, including analyzing, evaluating, developing and implementing policies, procedures and programs designed to provide maximum efficiency at minimum cost.
- Ability to supervise or oversee the work of employees.
- Ability to prepare concise and comprehensive reports, both orally and in writing.
- Ability to prepare and manage contracts and grants.
- Ability to attend meetings or perform other assignments at locations outside the office.

MINIMUM QUALIFICATIONS:

Experience: Four (4) years of experience in budget analysis or accounting work.

Education: Possession of Bachelor's Degree in Accounting, Finance, or Business/Public Administration from an accredited college or university.

Equivalency: An equivalent combination of education and experience may be substituted.

LICENSE:

- Possession and maintenance at all times of a valid Class "C" (or equivalent) driver's license from the applicant's state of residence when required for job-related duties.

PROBATIONARY PERIOD:

Individuals appointed to a position in this class will be required to serve a probationary period of twelve (12) months and, if promoted to a position in this class, will be required to serve a probationary period of six (6) months. Performance will be carefully evaluated during the probationary period.

Continuation in this class will be contingent upon successful completion of the probationary period.

MEDICAL EXAM PROTOCOL: Medical History Review.

Class Established: February, 1992

Revised: August, 1998

January, 2001

August, 2013

Formerly Titled: "Chief, Transit Management Services"