

DESCRIPTION: Under administrative direction; organizes, directs, and coordinates the activities and staff of the budget and finance section of the Nebraska Department of Roads (NDOR) which administers revenue received from State and federal highway trust funds and other sources; oversees the development of the agency's biennial budget requests and annual operating budget; develops and directs budget, fiscal planning, and financial managements systems, processes, and analyses; confers with senior managers about District and Division-wide budget activities; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is a full performance classification with a single position serving as the principal budget official and advisor to senior agency management, other divisional/district managers, and external officials. The position manages the budgeting section and staff within the Controller Division, which oversees budget operations and the Project Finance System and associated financial management subsystems and applications, and administrative management and functional reporting activities. The position directs supervisory, professional, and other technical staff, and provides guidance and advice to agency Division and District managers. The work involves complex and difficult planning and administration of NDOR budgeting operations involving diverse funding resources and the mandates of agency policies and other State and federal agencies regulations. Assessing revenue needs and forecasts, and overseeing the preparation of budget requests and legislative fiscal notes, revenue, obligation, and expenditure activities, and monitoring State and local project expenditures and budgets, are key responsibilities of this position.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Prepares financial forecasts and revenue-expenditure analyses for the controller and senior agency managers to include feasibility studies and cost analyses to communicate status and recommendations.

Confers and reviews with senior agency managers the budget performances and needs of the agency's projects and its districts and divisions, on a continual basis; monitors schedules, status, and changes to construction and other projects to ensure compliance with federal obligation authority and reporting requirements.

Determines the financial impact of federal or State tax revenue projections and of current or alternative financial decisions; participates in the analysis of State or federal legislation or other mandates; oversees the development of legislative notes and hearings testimony.

Manages work section activities to ensure intra-agency and inter-agency coordination with activities of other NDOR units, other governmental agencies, and interested parties; resolves administrative or programmatic issues and operational delays.

Confers with assigned supervisory and other employees to obtain information needed for budgets and work plans, schedules, priorities, and deadlines; identifies budget, staffing, and other resource needs of the section.

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Plans, assigns, and supervises the work activities and schedules of assigned employees to attain work goals and priorities, and to ensure completion of assignments and consistent application of administrative/program policies and standards.

Applies employee selection and performance management criteria and procedures to evaluate applicant capabilities and assigned employees' performance and to recommend personnel actions and to record/document assessments made.

Trains, guides, and confers with assigned employees and other agency staff to develop their performance capacities and to ensure consistent application of policies, procedures, and standards.

Prepares correspondence, and administrative and expenditure records and reports to provide information and explanations to various customers, and to document section activities managed.

Develops operational processes, policies, and procedures for the budget and finance section managed to guide assigned staff and ensure consistent application of administrative and program directives, to include cash flow control and fiscal impact assessment procedures.

Prepares and presents financial, budget, and administrative data reports, briefings/summaries and correspondence to report information on current and projected status of funding to all levels of management.

Represents the budget and finance section managed at various intra-agency, inter-agency, and public meetings and conferences; performs the assigned duties of and serves on behalf of NDOR's chief financial administrator, as needed.

Answers questions and provides financial and budget information to federal and State government senior financial officials and auditors, and to vendors, contractors, private firms, or public jurisdictions concerning payments or reimbursements.

Reviews work of NDOR and other State employees or external parties to ensure compliance with work criteria and schedules.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: practices and processes of governmental budget development and administration and grant administration; generally accepted accounting principles and practices; financial policy development and implementation techniques; principles and practices of supervising employees; State statutes and federal laws pertinent to the agency's financial administration plans and activities; federal transportation funding and program legislation and regulations.

Skill in: explaining technical data and justifying proposals to other agency staff and financial specialists of other governmental agencies, non-financial program officials, and the public.

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Ability to: use standard computer applications software for financial and statistical analyses; compute and interpret mathematical and statistical data; identify errors and inadequacies in analyses made; communicate in person and before groups, and by telephone, email, and correspondence to propose options, make presentations, and explains financial recommendations; interact with agency employees and officials with diverse needs and perspectives; prepare financial forecasts and projections based on data analyses and needs assessments; organize activities and maintain the progress of special projects assigned; develop and apply comprehensive financial plans and models; analyze federal and State transportation legislation and program notices; supervise and motivate assigned employees and instruct and guide others.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Bachelor's degree in business administration, accounting, finance, budgeting, economics, statistics, management, or related financial management fields, and five years progressively responsible experience in budget development and administration to include making revenue and financial projections, and developing financial/budgeting practices, systems, or policies. Additional years of education or experience in the fields listed may substitute respectively for the required experience or education on a year-for-year basis.

LEGAL REQUIREMENTS: (These qualifications are mandated by federal/state laws, statutes, and/or regulations.)

Not applicable.

SPECIAL NOTE:

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).