



Classification: Division Assistant Director (BPD)

Title Code: V07901

Pay Range: 30

POSITION SUMMARY: This is very responsible administrative work in governmental accounting and in assisting with the management of the Budget and Procurement Division (BPD). This position provides support to the director in planning, coordinating, and directing the activities of assigned programs and personnel, which include the following areas: budget preparation and implementation, legislative process, internal auditing procedures, allocation monitoring, and accounting function. The employee must exercise considerable independent judgement and discretion. Work is performed under general administrative direction.

DESCRIPTION OF DUTIES PERFORMED (Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.):

Gathers, analyzes, reviews, and calculates budget requests from components, to include recognizing and incorporating staff budget priorities; prepares and submits the agency's budget to appropriate Department of Public Safety personnel; implements budget approved by the Governor, to include coordinating with component personnel assigned to assist with the administration of the agency's budget; maintains budget data per guidelines established by the Office of Administration's Budget and Planning; and provides consultative and technical assistance to divisions, troops, and command staff in the use of funds, application of fiscal procedures, and installation of accounting systems.

Oversees and monitors component personal services allocations to ensure proper controls are in place and funds are expended for the intent in which they were granted; provides affected components updates, reference status of funds; and makes recommendations/implements internal controls that would improve the system.

As required, oversees reviews of all bills introduced in the General Assembly to determine potential impact on the agency; oversees personnel assigned to forward bills with impact to the appropriate division; attends hearings and meetings; reviews legislation that has passed the General Assembly with attention given to amendments that may have been attached to the original bill.

Oversees personnel assigned to prepare fiscal notes and reviews fiscal notes prepared by agency personnel; provides technical guidance in the preparation of fiscal notes; reviews and approves final draft of fiscal notes; incorporates fiscal notes in the budget requests if legislation is passed; serves as liaison with the Oversight Division of the Committee on Legislative Research.

Provides data necessary for staff to testify at legislative hearings, and attends hearings in which agency personnel are testifying to provide additional information, when requested.

Directs the work of BPD professionals, to include the training and instruction of assigned personnel to ascertain work is performed in accordance with established standards, and new methods and techniques are properly understood.

Reconciles the Patrol's internal accounting documents to the State of Missouri Accounting System, and manages/reconciles internal accounts such as criminal forfeiture accounts.

Briefs the division director on division activities, to include budget, internal audits, appropriations, legislation, accounting matters, and any other areas of concern that could become public knowledge and/or involve legal ramifications for the agency.

Collects data, generates statistical analysis, and prepares standard and ad hoc reports; prepares diagrams, charts, graphs, and tables to be utilized as exhibits for reporting purposes; reviews and edits reports prepared by assigned personnel for clarity and completeness; and forwards reports accordingly.

Prepares and issues financial reports in accordance with generally accepted accounting principles, and performs a variety of administrative duties (e.g. conducts and attends meetings, serves on committees, etc.).

Develops, implements, evaluates, and modifies internal procedures and systems reference financial records; discusses, reviews, and interprets policy revisions with division directors and other affected personnel; trains office personnel in the performance of new accounting procedures.

Serves as a technical expert and provides training in the areas of accounting in accordance with the Governmental Accounting Standards Board and the legislative process, and serves as liaison to components and external state and federal agencies, as required.

Researches and pursues new technologies, information, and best practices in assigned areas.

Accommodates a nonstandard schedule during the legislative session and budget preparation.

Performs job-related travel, as needed.

Performs other related work as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Thorough knowledge of the theory, principles, and practices of governmental accounting, budgeting, and financial management.

Thorough knowledge of the legislative process.

Considerable knowledge of the principles of project management, the procurement process, and the strategic planning process.

Considerable knowledge of the principles and practices of supervisory and management techniques.

Considerable knowledge of modern office practices and procedures.

Considerable knowledge of decision-making techniques and fundamentals of oral and written communication.

Working knowledge of computer operating systems as they pertain to assigned duties.

Working knowledge of the agency's functions and their inter-relationships, to include MSHP's policies, procedures, rules and regulations.

Knowledge of the basic principles and practices of auditing.

Possess high-level skill in legal interpretation and policy development.

Possess good public speaking skills and the ability to interact with a variety of business professionals.

Must be skilled in time management techniques and prioritization.

Must possess excellent interpersonal skills to deal effectively with various personalities.

Ability to analyze, direct, and manage the implementation of special projects, assignments, and programs, to include monitoring agency appropriations, allocating funds accordingly, assisting in the development of the Patrol's legislative package, and participating in the legislative agenda.

Ability to prepare and/or maintain reports, standards, policies, procedures, guidelines, and technical manuals.

Ability to gather, assemble, correlate, analyze, and interpret monthly statistics, to include preparation, and administration of the Patrol's budget.

Ability to develop, implement, evaluate, and modify internal procedures and systems.

Ability to develop and present before large groups of people in a professional manner, to include training sessions, meetings, and briefings.

Ability to oversee the administrative accounting function of the division and serve as a technical expert and liaison.

Ability to prepare and administer the agency's budget, to include monitoring and adjusting allocations.

Ability to work closely as a cooperative team and display professionalism and team leadership in the training and supervision of others, to include the monitoring and evaluation of others.

Ability to work independently in an organized, efficient manner and exercise independent judgement and discretion.

Ability to demonstrate excellent management skills.

Ability to provide technical assistance and guidance in work methods and program procedures.

Ability to operate basic office equipment as detailed in the description of duties.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to perform job related travel.

Ability to work hours as assigned.

MINIMUM EXPERIENCE AND EDUCATION REQUIRED (The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.):

Possess a Bachelor's degree in a related field, and three years experience in duties related to the position; or possess seven years experience in duties related to the position.

Preference may be given to those possessing supervisory experience.

FLSA STATUS: Exempt

WORK SCHEDULE: An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.