



## **ASSOCIATE DIRECTOR- BUDGET OPERATIONS/PERFORMANCE MANAGEMENT**

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☐ Classified    ☒ Unclassified

☒ New    ☐ Revised

### **DEFINITION**

Under the general direction of the Agency Head or designee, this position is responsible for directing and supervising the staff of the Budget Operations and Performance Management Units. The incumbent is responsible for, but not limited to, the preparation of the Governor's annual Executive Budget, ensuring proper examination of complex phases of budgetary operations across departments and agencies, expenditure projections, and the administering of approved appropriations, federal awards, and other non-appropriated financial resources. Oversees the strategic planning and performance management programs of all government agencies and departments.

Analyzes and reviews the fiscal operation and procedures of all departments and agencies, prepares reports and provides leadership on budgetary matters in accordance with established local laws, guidelines, policies, and procedures. Work also includes coordinating and conducting budget preparation training sessions, preparing financial management reports, auditing accounts and non-profit grant awards, and the creating key performance indicators to drive performance-based budgeting across the Territory. This position shall be responsible for participating in the formulation of policies, programs, and activities, and providing reports and recommendations within the area of supervision.

This position requires a confidential relationship to a policymaker.

### **DUTIES (NOT ALL INCLUSIVE)**

Supervises and delegates the work of the Budget Operations and Performance Management staff.

Prepares the Governor's annual Executive Budget in accordance with the laws of the U.S. Virgin Islands, including fiscal and managerial analysis and evaluations of government departments and agencies.

Conducts analyses involving budgeting, policy evaluation, financial reporting, and planning, including the development of revenue projections, policies, and procedures to achieve desired outcomes.

Develops and maintains a database of performance metrics for use in the budget process, regularly updating it to reflect key patterns.

Analyzes key performance indicators to produce strategic plans, goals, and evaluations.

Drafts legislation for new bills and amendments to current legislative acts for submission to the Governor.

Provides policy analysis and fiscal impact assessment of legislation enacted by the Legislature. Reports regularly to the Agency Head on assignments, meetings, site visits, or research

conducted.

Collaborates with the Senate Post Audit Division to transmit requested information from departments and agencies relevant to budget recommendations, appropriations, and amendments.

Utilizes findings from the SEFA and Single Audit to develop programs and strategies aimed at reducing audit findings annually.

Executes the Budget by allocating General Fund, local fund appropriations, and federal awards via the ERP system.

Develops expenditure ceilings and revises departmental and agency spending plans, recommending corrective action when necessary.

Establishes budgetary and expenditure controls as needed.

Prepares written presentations and reports for the Director and accompanies the Director to legislative hearings or other meetings as required.

Maintains and tracks personnel listings for all General Fund, federal fund, and other local funds.

Performs other related duties as required.

#### **FACTOR 1- KNOWLEDGE REQUIRED BY THE POSITION**

Knowledge of accounting, finance, and revenue analysis theories as they apply to governmental operations.

Skill in governmental accounting and report writing, including clear and concise use of the English language.

Skill in using computer applications, particularly Microsoft Office Suite (Word, Excel, PowerPoint, and Outlook).

Skill in financial data analysis and problem-solving

Skill in teambuilding and staff management.

Ability to demonstrate a high level of professionalism and maintain confidentiality.

Ability to plan, supervise, and evaluate the work of staff members.

Ability to communicate effectively both orally and in writing.

Ability to serve the public and others in a courteous and professional manner.

Ability to network effectively with senior management internally and externally.

Ability to coordinate and manage multiple tasks while meeting deadlines.

Ability to analyze and evaluate data, create spreadsheets, charts, graphs, and presentations.

Ability to interpret detailed financial information in the context of the organization's long-term financial strategy.

Ability to prepare complex reports, both oral and written.

Ability to interact with Agency heads and upper-level management personnel to foster strong relationships across the Government of the Virgin Islands.

## **FACTOR 2- SUPERVISORY CONTROLS**

Work is performed under the direction of the Agency Head or designee. The incumbent is expected to meet deadlines, develop, direct, coach, mentor, and reinforce teamwork. Incumbent is expected to exercise initiative and sound judgment in the completion and organization of assigned tasks. Work is reviewed through meetings, conferences, and reports to ensure compliance with applicable laws, rules, and regulations, and adherence to objectives.

## **FACTOR 3- GUIDELINES**

Guidelines include the Virgin Islands Code, general standards and directives, as established within the industry, department rules, regulations, policies and procedures, federal and local laws, rules and regulations, procedures and manuals specific to tracking and analysis of revenues, OMB circulars, memos from regulatory departments, including, but not limited to the Office of Management and Budget, Department of Finance and key industry/applicable stakeholders.

## **FACTOR 4- COMPLEXITY**

Work requires time management, leadership, delegation, and planning. The incumbent is expected to exercise judgment and independence for the creation and administration of the Territory's budget.

## **FACTOR 5- SCOPE AND EFFECT**

The purpose of the work is to provide a balanced budget, fiscally responsible administration, and the effective management of key performance indicators of the Territory's budget.

## **FACTOR 6- PERSONAL CONTACTS**

Contacts are Agency Head, other managers, local and federal government officials, subordinate staff, industry representatives, internal and external stakeholders, co-workers, and the at-large community.

## **FACTOR 7- PURPOSE OF CONTACTS**

Contacts are made to obtain or supply information for budgetary purposes.

## **FACTOR 8- PHYSICAL DEMANDS**

Work is primarily sedentary but requires some lifting. No other unusual physical demands are required.

## **FACTOR 9- WORK ENVIRONMENT**

Work is performed in an office setting, with some offsite fieldwork required.

### **MINIMUM QUALIFICATIONS**

Master's degree in Public or Business Administration, Accounting, Finance, or a related field from an accredited college or university and at least three (3) years of progressive experience in the development and administration of budgets, revenue forecasts and projections, and performance management; supplemented by two (2) years supervisory experience and staff development in governmental accounting or related field.

### **OR**

Bachelor's degree in Public Administration, Business Administration, Accounting, Finance or a related field from an accredited college or university, and at least five (5) years of experience in the development and administration of budgets, revenue forecasts and projections, and performance management; supplemented by three (3) years supervisory experience and staff development in governmental accounting or related field.

### **NECESSARY SPECIAL QUALIFICATIONS**

Possession of a valid driver's license in the U.S. Virgin Islands.

Date: 12/13/2024

Approved by:   
Director, Division of Personnel