



FRANKLIN COUNTY
Board of Commissioners
Office of Management and Budget
373 S. High St, 26th Floor
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

POSITION TITLE: Systems Administrator (Non-Bargaining) **PCN:** 013002

DEPARTMENT: Office of Management and Budget **P. R.:** N21

REPORTS TO: Chief Information Officer

RESPONSIBILITIES: Maintain the County's budget application and related databases used for budgetary analysis, formulation of agency/program budget requests, providing information for decision making, publishing the annual budget document, budget execution and data consolidation. Work closely with staff to make the applications more efficient and user-friendly; learn computer applications of other agencies. Prepare applications to receive and process annual and interim budget information, including both financial and performance information. Keep system up-to-date with evolving needs of the office/County, including the County's Budgeting for Policy Results & Outcomes initiative.

Prepare County's operating and tax budgets, and maintain expenditure control and fiscal and performance accountability of County programs. Assist County entities in preparation of budget requests and evaluate those requests. Assist County entities in revision of strategic business plans, performance measures, and budget structure (including linking performance to costs). Forecast revenues and expenditures, including fund balances. Research, recommend, and prepare County entities' financial resolutions, monthly and quarterly performance reports and correspondence. Analyze county, state and federal regulations and Commissioners budgets for possible impact. Investigate budget or financial problems.

MINIMUM QUALIFICATIONS: Bachelor's degree in Computer Information, Computer Science, Accounting, or related field with five (5) years of budgeting, computer information, or related experience; or any equivalent combination of training and experience.

SALARY: \$68,640/minimum, based on qualifications and experience,
Plus a comprehensive benefits package.
180 day probationary period.

DATE POSTED: Friday, November 20, 2015

DEADLINE TO APPLY: Thursday, December 3, 2015

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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