

**DEPARTMENT OF EDUCATION  
STATE OF HAWAII**

**BUDGET DIRECTOR, EO-10**

**DUTIES AND SUMMARY:**

Leads and directs the activities of a major organizational program responsible for the overall direction, preparation, coordination, explanation, execution, and control of the Department of Education's budgetary formulation, analysis, review, and control. Participates in major budgeting projects or other management task forces that impacts the Department of Education; advises the Assistant Superintendents, Deputy Superintendent, Superintendent, and Board of Education on significant matters affecting program policies and problems; and working with other agencies such as the Department of Budget and Finance, the Legislative Auditor, Legislature, public employer groups, organizations in the private and public sectors, and Federal agencies, Congressional delegation; and performs other related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

This class is distinguished by its responsibility to provide specialized, high-level services to the Assistant Superintendent, Deputy Superintendent, Superintendent and the Board of Education in budget preparation, execution, and control. Provision of these services requires in-depth knowledge of the budget process as well as extensive coordination of activities which support and contribute to the highly effective and efficient management of the Department. This class is involved in the total management process and is concerned with the logical integration of administrative services in line with the strategic plan and overall goals and objectives of the Department.

This class differs from the Budget Specialist III in that the Budget Director directs the overall activities of a major organizational program under the general direction of the Assistant Superintendent, wherein effective program management significantly affects the management of the Department; whereas, the Budget Specialist III has program responsibility in a specialized area(s) including supervision of professional and clerical staff personnel and conducts analysis and consultative work which regularly involves the most difficult and complex assignments which affect the highest levels of management policies and decisions, under the general administrative/technical direction of the Budget Director.

**EXAMPLES OF DUTIES:**

1. Provides administrative and technical leadership, strategic vision, and direction over a branch.
2. Confers with high level administrative officials and professional staff in the Department and in county, state and federal agencies to facilitate the accomplishment of program requirements.

3. Reviews and approves the operational budget and expenditure plans for the branch and monitors the expenditure plan.
4. Advises school, complex area, and state personnel on institutional analysis services.
5. Assists or represents the Assistant Superintendent or Superintendent in presenting information to the Board of Education, Legislature, the general public, and other private and public organizations and agencies.
6. Oversees or participates in the conduct of special studies, recommendations, and reports.
7. Oversees the development of the annual budget and expenditure plan and supervises development of budget instructions in concert with the strategic plan.
8. Develops, anticipates, and prepares budgetary control policies and procedures governing position control, budget management, strategies, program funding and restrictions.
9. Provides/oversees training to Departmental personnel in the functional area.
10. Oversees the analyses of the Governor's allocation to the Department, distribution formulas and criteria for distribution for equity and conformance to legislative intent.
11. Directs and supervises budget research, analysis, special studies and evaluation for the Department of Education, including long- and short-range budget plans, and continuous review of budget resource standards to determine financial implications, overall budgetary and financial planning strategy including analysis of staffing patterns and soliciting input/strategies for emerging problems that bear on the budget.
12. Directs analytical special studies of the budget, management methods and procedures, human resource requirements, and other administrative matters that culminate in the formulation of recommendations, policies, and procedures.
13. Advises the Superintendent, Assistant Superintendents, Complex Area Superintendents on budget policies.
14. Provides leadership, technical advice and assistance in the development of budgetary guidelines, budget policy review and development, and interprets and applies budget practices to secure compliance with laws, rules, policies and procedures.
15. Directs and provides communication in memos, testimonies, correspondence, reports, and other requests for information from the Superintendent, Board of Education, Governor, Legislature, Departments, and other external/internal agencies.
16. Performs other related duties as assigned.

**MINIMUM QUALIFICATION REQUIREMENTS (MQRs):**

**Education:** Graduation from an accredited college or university with a bachelor's degree in business administration which included coursework in accounting, decision sciences and management; **AND**

**Experience:** Nine (9) years of responsible professional work experience in budgeting, accounting or auditing of which five (5) years shall have been in an education program, agency or system; including two (2) years of supervision of professional staff in budgeting or related functions; **OR**

Any equivalent combination of education and experience which provides the following knowledge, abilities and skills:

1. **Knowledge of:** Government accounting including budgetary control and fund accounting systems and principles; business statistics; computer-based information systems; management and organizational behavior; principles and practices of supervision and management; laws, rules, regulations and administrative procedures pertinent to the public schools system's operating budget.
2. **Ability to:** Plan, direct, coordinate, and evaluate central staff services in budget preparation, justification and execution; deal effectively with state, federal and departmental officials to accomplish program goals; provide department-wide consultation and advice regarding budgeting; communicate effectively with others both orally and in writing; deal effectively with federal, state and departmental officials in accomplishing program goals and objectives; operate computer, and other business machines.

**RECOMMENDED EQUIVALENCIES FOR EDUCATION:**

1. Bachelor's degree in any field from an accredited college or university **PLUS** two (2) years of professional work experience which involved responsibility in budgeting, accounting or auditing or cumulative equivalent experience; **OR**
2. Completion of the Cohort Program (or earlier versions of the Department of Education's school administration training program); **OR**
3. Bachelor's degree in any field **PLUS** two (2) years of experience in any of the Fiscal Specialist, the Accounting Operations Specialist, the Procurement and Distribution Specialist, or Reprographic Accounting and Distribution Specialist classes.

**RECOMMENDED EQUIVALENCIES FOR EXPERIENCE:**

1. Two (2) years of professional work experience which involved responsibility for budgeting, accounting, or auditing, or cumulative equivalent experience, **PLUS** two (2) of years of experience in the Budget Specialist I class; meets four (4) of the nine (9) required years of experience; **OR**
2. A master's degree in business administration from an accredited college or university, **PLUS** two (2) years of experience in the Budget Specialist I class; meets four (4) of the nine (9) required years of experience; **OR**

3. Five (5) years of experience as a 12-month educational officer, school principal, or vice-principal with the Department of Education **PLUS** two (2) years of experience in the Budget Specialist I class; meets four (4) of the nine (9) required years of experience.