



# POSITION ANNOUNCEMENT

Karen B. Salmon, Ph.D.  
State Superintendent of Schools

Office of Human Resources · 200 West Baltimore Street · Baltimore, MD 21201 · 410-767-0019 · 410-333-3045 TTY/TDD

## DIVISION OF BUSINESS SERVICES BUDGET BRANCH

January 18, 2019

**POSITION TITLE:** Agency Budget Specialist Lead, Lead Budget Analyst

**POSITION NUMBER:** 023827 (JobAps #19-006075-0001)

**SALARY:** State Salary Grade 16  
Annual Salary Range: \$44,358 - \$71,671

**LOCATION:** 200 West Baltimore Street  
Baltimore, MD 21201

**NATURE OF WORK:** This is a professional position responsible for performing professional level work in preparing, presenting, and administering the Department's budget; analyzing and reconciling the status of the Department's appropriation; preparing the Monthly State Board Report which is the primary mechanism for conveying fiscal information to the agency's governing body, and developing budget documents.

**DUTIES AND RESPONSIBILITIES:** Prepares the annual operating budget for the five MSDE budgetary units as well as preparing, reviewing and distributing monthly analysis reports detailing budget variances; attends monthly meetings with program finance personnel to discuss variances and recommendations; distributes action items arising out of the monthly variance meetings for distribution to the appropriate Budget personnel; provides advice and guidance to the Agency Budget Specialist (ABS) regarding the maintenance of Budget Analysis Reporting System (BARS) personnel database as it pertains to funding allocation for MSDE; provides AdHoc reports for forecasting and analysis using BARS; assists and provides advice and guidance in the development of the request for appropriation for the upcoming fiscal year.

**MINIMUM QUALIFICATIONS:** **EDUCATION:** Bachelor's Degree from an accredited four-year college or university; coursework in Accounting, Business Administration, Economics, Finance, or Public Administration is preferred.

**EXPERIENCE:** Three years of experience in budget preparation, presentation, and execution. Experience with MS Excel and data management software is preferred.

**NOTE:**

1. Candidates may substitute graduate education in accounting, business administration, economics, finance, political science or public administration at a rate of 30 semester hours for one year of required experience.
2. Candidates may substitute additional experience as defined above on a year for year basis for the required education.

**ESSENTIAL REQUIREMENTS:** Knowledge of budget, finance allocation and reconciliation procedures; knowledge of financial reporting systems and requirements; skill in using financial management information systems and database management systems; skill in using spreadsheet software; skill in managing and coordinating multiple tasks and complex reporting assignments; ability to exercise sound judgment in researching issues, answering inquiries, and resolving problems; ability to communicate clearly and effectively; ability to establish and maintain harmonious and effective working relationships.

**PROCEDURE FOR APPLICATION:**

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](http://www.marylandpublicschools.org)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS# and indicate application for – **Agency Budget Specialist Lead, Lead Budget Analyst #023827 - JobAps #19-006075-0001**. Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950 – This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

*Appropriate accommodations for individuals with disabilities are available upon request*

**CONDITIONS OF EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the state are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

**CLOSING DATE:**

For immediate consideration, please submit your application by **February 01, 2019** deadline – Open until filled