

# Director, Senate Budget and Evaluation Office

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The Senate Budget and Evaluation Office (SBEO) was created during the 2003 Session and legislation formally creating the office was passed in 2008 (OCGA 28-5-6).

The purpose of the office is to give the Senate the independent capacity to develop the annual budget for the State of Georgia and to evaluate the programs comprising the state budget. The mission of SBEO is to support an informed, policy-driven budget process. SBEO is committed to producing an accurate and transparent budget document and to the development of accurate, objective, timely, non-partisan, and thorough budget and policy analysis for the Georgia State Senate.

All job functions are located at the State Capitol in Atlanta, Georgia. The position requires limited in-state travel. Extensive hours may be necessary, especially during the legislative session which usually occurs between January and April of each year.

Additional information about SBEO can be found at <http://www.senate.ga.gov/sbeo>

## Responsibilities

The Director is responsible for the management and direction of SBEO as required by the Georgia State Senate. Primary tasks include (but not limited to):

- **Budget Development, Review and Evaluation**
  - Establishes a vision and goals for budget development, review, and evaluation
  - Monitors staffing for the Senate Appropriations Committee
  - Reviews and oversees development of the Appropriations bills and supporting documentation for the Georgia Senate
  - Oversees on-going development of the Senate's budget system
  - Strategizes with Senate leadership on development of the budget throughout the legislative session
  - Reviews Issue Briefs, Q&As, and other work products
  - Monitors agency actions and potential issues that might impact the budget. Keeps Senate leadership and the Appropriations Chair up to date on these issues as well as revenue trends, cash flow concerns, reserve concerns and anything else that could potentially impact the State's financial or budget condition
- **Finance Committee**
  - Works in conjunction with the Senate Research Office to staff and monitor the Senate Finance Committee
  - Develops fiscal analysis of tax and fee changes being considered by Senate Leadership
  - Coordinates with the Fiscal Research Center, Carl Vinson Institute of Government or other organization on the impact of proposed tax and fee changes in areas that require advanced economic or tax law expertise
- **Internal Operations**
  - Establishes office policies
  - Reviews Deputy Director management of staff, evaluates staff, and coordinates staff assignments
  - Oversees all office operations including hiring and purchasing

- Identifies professional development opportunities for staff
- **External Affairs**
  - Cultivates external relationships with legislators, Governor's staff, agency staff, judicial branch staff, House staff, and other interested parties
  - Assists in guiding the Senate through the budget process

### **Knowledge, Skills and Abilities**

- Experience supervising personnel and good practices in leadership, teamwork, and facilitation
- Effective skills in oral and written communication
- Technical expertise in the use of financial software systems used by the State of Georgia and SBEO
- Record of utilizing initiative and independent judgment in managing a complex organization and large projects
- Financial leader with a vision for maintaining and improving the financial operations of state government

### **Minimum Requirements**

- Master's Degree in Business, Public Administration or Policy, Finance or related field
- Management experience
- Extensive experience and knowledge of state budgeting practices
- Extensive experience and knowledge of state accounting, taxation and revenue practices
- State of Georgia experience preferred

### **Salary Range**

- **Salary Range:** Salary will be based on experience

### **Application Process**

The Senate Administrative Affairs Committee has appointed a subcommittee to evaluate applicants. The subcommittee is chaired by Senate Appropriations Chairman Jack Hill and includes Senate President Pro Tem David Shafer and Lt. Governor Casey Cagle.

- **August 15, 2013: A resume, cover letter and three (3) references are due by the close of business. Application documents or questions are to be directed to Jeremy Collins (Chief of Staff for the President Pro Tem) at [Jeremy.Collins@senate.ga.gov](mailto:Jeremy.Collins@senate.ga.gov) or 404-656-5034.**
- **August 16-September 30, 2013:** Applications will be reviewed and a select group of applicants will be asked to interview.
- **October 1, 2013:** Applicant chosen and notified by this date.
- **November 1, 2013:** Begin transition period with the current SBEO director, Jason Fernandes. The new director will assume all responsibilities on December 1, 2013.