

DIRECTOR OF UNIVERSITY BUDGETDEFINITION

This is the highest advanced level of administrative staff work involving the direction and control of the systemwide and Manoa Campus budgetary formulation, analysis, review and control processes. A position in this class is responsible for providing leadership, technical advice, and assistance in the development of budgetary guidelines, policies and adherence to systemwide budgetary controls; developing the overall budgetary and financial planning strategy for the University; reviewing program fund requirements and establishing alternative expenditure ceilings; conducting and participating in budgetary hearings before legislative committees; recommending and/or determining the expansion, maintenance, reduction or deletion of program funding or need for supplemental appropriations and funds transfers; establishing budgetary control procedures; developing policies and procedures governing position control, and related documents; and analyzing proposals for organizational and functional changes, and position variances. Work includes the development of indices for the evaluation of program effectiveness, and estimating financial, human, and material resource requirements for the expansion of existing programs or the development of new programs. Work entails considerable contact and the maintenance of working relations with senior systemwide and campus administrators, faculty and student representatives, legislative committees and their staff, state and federal agencies, and community organizations. Work requires extensive knowledge of program and budgetary formulation and execution policies and procedures; governmental financial accounting principles, practices and techniques; theories and methods of statistical and cost analysis; organizational and management concepts; and administrative and policy formulation processes common to universities and colleges. Supervision is exercised over a staff of professional personnel. Work is reviewed by the President for program results.

The amendment of the class, Director of University Budget is approved effective July 1, 1987.

Albert J. Simone
President

Date