

Clinton County, Iowa Job Description

Job Title: Budget Director	Reports to: Clinton County Board of Supervisors
Department: Budget Department	Pay Band: DBM C44
Revision Date: 11/2025	FLSA: EXEMPT

SUMMARY

Under limited supervision, the Budget Director performs professional and technical work for the Clinton County. Work involves preparing the County budget, valuation reports, financial reports (annual and monthly) preparing the Auditor's portion of the County tax billing, processes the County's levy preparation, assists with real estate and payroll duties and other duties as assigned.

Essential Job Duties and Responsibilities:

- Proficient with Microsoft Office Excel, Word and Outlook.
- Proficient with various financial programs.

Budget Processing

- Process all proposed department budgets into the County budget for presentation to the Board of Supervisors.
- Compile the Board's approved budget into the appropriate state forms and prepare publications and public hearings related to the annual budget process.
- Distribute approved budgets to all departments.
- Enter budgets on State of Iowa site for various taxing entities including the County, townships and a sanitary district.
- Certify the city (14 entities) and school (six entities) budgets through the State of Iowa website.
- Ability to illustrate/map based on legal property descriptions.
- Prepare and publish County budget amendments as needed and file the budget amendments with the state following a public hearing and board approval.
- Other duties as assigned.

Tax Processing

- Prepare the County valuation report for certification and file with the State of Iowa.
- Distribute valuation reports to all taxing entities within the County – cities, schools, area community colleges, assessor's office, agricultural extension – in addition to other select counties.
- Prepare the tax billing and set tax levies based on various submitted budgets from the County and other entities.
- Prepare special reports as needed for TIF projects.
- Certify the tax abstract to the County Treasurer.
- Create new TIF districts as required.

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Reports

- Prepare and distribute monthly budget reports for each department fund.
- Prepare annual budget report.
- Prepare annual fiscal year reports on cash basis and modified accrual basis.
- Prepare all requested reports for the annual audit.
- Prepare the annual valuation report.

Customer Service

- Answer incoming telephone calls – answer questions, transfer calls, etc.
- Assist customers and County employees in the office.

Minimum Qualifications Requirements - (Education and Experience):

- Qualified applicants should have an associate's degree in business and/or at least five years of experience in County finance or related field.

Minimum Qualifications – (Knowledge, Skills and Abilities):

Knowledge:

- Detail oriented in presentation of documents, reports, lists and correspondence.
- Manage strict deadlines.
- Ability to organize and prioritize multiple responsibilities and completing priorities by being flexible to meet demands of office changes.
- Ability to effectively utilize all office equipment.
- Comprehensive knowledge of the County annual budgeting process
- Ability to understand state TIF rules.
- Comprehensive knowledge of the property taxing process as it relates to valuations and tax levies.
- Accurately enter data.
- Perform duties with minimal supervision.
- Ability to use word processing, spreadsheet, database, presentation, statistical, email and internet software applications.
- Ability to represent Clinton County with honesty and integrity and uphold a positive image.
- Ability to illustrate/map based on legal property descriptions.

Language Skills:

- Ability to communicate with County employees and Board of Supervisors to clearly explain their budgets.
- Ability to read, comprehend and write simple instructions, short correspondence and memos.
- Ability to handle a variety of situations dealing with the General Public.
- Ability to communicate effectively and speak clearly and distinctly in English using appropriate terminology and language; read in English.

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Cognitive Abilities:

- Ability to apply common sense understanding to carry out simple and moderately complex instructions.
- Ability to think independently, rationally, analytically and critically.

Abilities:

- Relate effectively to a variety of County employees and other individuals in a variety of contexts.
- Ability to maintain a variety of files and records consistent with departmental or regulatory requirements; collect information from various sources, receive and check documents for accuracy, for completeness and conformance to prescribed rules and regulations.
- Must be able to travel for training up to five days.

Work Environment:

- Noise – Moderate (example: business office with computers and printers, light traffic)
- Ability to work at times within stressful and confidential situations.
- Working with the public can cause exposure to unpredictable smells in example: perfume, smoke, body odor.

Physical Demands:

- Standing or being stationary – Approximately less than 1/3 of on-the-job time.
- Walking or traversing – Approximately less than 1/3 of on-the-job time.
- Sitting or being stationary – Approximately greater than 2/3 of on-the-job time.
- Use of hands to finger, handle or feel or otherwise operate, activate, use, prepare, inspect, place, detect, or position items– Approximately greater than 2/3 of on-the-job time.
- Reaching with hands and arms or otherwise secure objects at a distance – Approximately less than 1/3 of on-the-job time.
- Stoop, kneel, crouch, crawl or otherwise position oneself to move – Approximately less than 1/3 of on-the-job time.
- Weight lifted/force exerted – Occasionally requires lifting objects up to 40 pounds.
- Vision – Most tasks require the ability to perceive and discriminate colors or shades of colors, sounds, depth, texture, and visual cues or signals. Close visual acuity to perform an activity such as: preparing and analyzing data and figures; viewing a computer terminal; extensive reading, and determining the accuracy, neatness, and thoroughness of the work assigned.
- Talking/Hearing or otherwise communicate, detect, converse with, discern, convey, express oneself, exchange information – Approximately greater than 2/3 of on-the-job time.

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Certificates, Licenses, Registrations:

Appointments will be conditional upon successful completion of pre-employment background checks. Applicant must possess and maintain a valid motor vehicle operator's license and an acceptable driving record.

Supplemental Information:

- Clinton County is an EEO employer and will engage in the interactive process where necessary to determine if a reasonable accommodation can be implemented to permit any person to perform the essential functions of the job.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.
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Employee Signature: _____

Employee Printed Name: _____

Date: _____