Polk County

BUDGET DIRECTOR

SALARY	$140,574.00 Annually	**LOCATION**	Polk County Admin. Bldg., 111 Court Avenue, Des Moines, IA
JOB TYPE	Full-Time Regular	**JOB NUMBER**	27-1020
DEPARTMENT	Polk County Board of Supervisors Office	**OPENING DATE**	09/01/2026
CLOSING DATE	9/22/2026 11:59 PM Central	**FLSA**	Exempt
BARGAINING UNIT	MS	**HOURS**	8:00 AM - 5:00 PM (M-F)
BARGAINING UNIT	Management/Supervisory	**SALARY GRADE**	18
LOCATION	Administration Building		

Under administrative direction, performs executive-level oversight of county budget operations, long-term financial planning, capital and debt management, and fiscal policy development. This position directs the county-wide budgeting system, develops and implements financial policies, oversees data analytics and strategic forecasting, and serves as a trusted advisor to County leadership.

Illustrative Examples of Work

1. Directs and manages the County's comprehensive budget system, including operating, capital, and long-term financial planning to support county goals, fiscal sustainability, and strategic decision-making across departments.
2. Oversees debt management strategies and financial forecasting to secure the County's bond rating and long-term financial health. Develops models to anticipate future expenditures and revenue sources, identifying funding gaps and opportunities.
3. Guides the Board of Supervisors through the annual budgeting process, including thorough review and analysis of department budget requests to evaluate alignment with county priorities and ensure accuracy; assists in preparing budget presentation materials to advance transparency and uniformity across departments; compiles financial data to formulate a countywide budget and financial forecasts.
4. Monitors the expenditures and revenues of the departments and Elected Officials and prepares amendments and quarterly reports; investigates and documents budget variances and trends to assist in preparation of the Annual Comprehensive Financial report.
5. Leads the development, implementation, and continuous improvement of the County's operating budgets and participates in capital budgeting; conducts in-depth financial and statistical analyses of County programs, initiatives, and proposals, evaluating cost-benefit scenarios, funding feasibility, and return on investment to support informed decision-making.
6. Provides on-going financial analysis of occurrences that affect the financial management of the county; monitors legislative, programmatic, and policy decisions at the federal, state, and local level to determine their effect on the budget with particular emphasis on property tax regulations; reviews all resolutions submitted for Board consideration to ensure accuracy and transparency.

7. Coordinates the issuance of County general obligation bonds and other financing instruments, working closely with internal offices, the Financial Advisor and Bond Counsel; compiles and submits extensive documentation to the bond market and Municipal Securities Rulemaking Board (MSRB), ensuring accuracy and completeness.
8. Manages the County's Tax Increment Financing ("TIF") program including timely distribution of tax collections and required filings with the state and county auditor.
9. Supports county-wide strategic planning, contributing financial expertise to long-term planning efforts; participates in a variety of special projects related to the review of County programs, departments, financial practices, and Board initiatives.
10. Represents the Budget Division and/or Board of Supervisors at meetings, boards, and committees; builds collaborative relationships with internal and external stakeholders to advance County initiatives.
11. Supervises and evaluates budgetary staff, ensuring high performance; resolves personnel issues and administers HR policies in alignment with County standards.
12. Performs related duties as required.

Required Knowledge, Skills and Abilities

- Extensive knowledge of Government budgeting principles, appropriation processes, and capital project financing, including revenue structures and expenditure controls.
- Extensive knowledge of financial planning concepts, business continuity frameworks, and internal control systems.
- Extensive knowledge of financial modeling techniques, forecasting methodologies, and statistical analysis tools for decision support.
- Considerable knowledge of legislative processes at the federal, state, and local levels, particularly those affecting fiscal policy and compliance requirements.
- Considerable knowledge of budgeting and financial reporting systems including data architecture, enterprise applications, and web-based public transparency platforms.
- Proficiency in utilizing financial management systems, data analytics platforms, and software tools to analyze, report, and visualize fiscal data.
- Proficiency in preparing and reviewing complex financial reports, forecasts, and strategic documents to support executive decision-making and statutory compliance.
- Proficiency in collaborating within and leading cross-functional teams to evaluate multi-phase projects involving policy analysis, program evaluation, or bond issuance.
- Ability to analyze complex financial data to identify trends, assess fiscal impact, and develop actionable recommendations.
- Ability to communicate financial and policy concepts clearly and effectively to audiences ranging from the Board of Supervisors to the general public, both verbally and in writing.
- Ability to conduct personnel investigations and adhere to administrative policies.
- Ability to lead, supervise, and mentor staff by assigning responsibilities, evaluating performance, and resolving personnel issues.
- Ability to manage multiple priorities and projects in a dynamic public service environment with strategic focus and attention to detail.
- Ability to conduct personnel investigations and adhere to administrative policies.
- Ability to establish and maintain effective working relationships with County official employees and representatives from other agencies, fostering a collaborative and professional work environment.

Training and Experience

- Bachelor's Degree in Accounting, Finance, Business or Public Administration, or a related field, and
- Ten years of financial management experience, including three years in government finance, or
- Any equivalent combination of training and experience that will have provided the required knowledge, skills, and abilities.
- Master's Degree in Business Administration or Finance is preferred.
- Considerable experience analyzing legislation is preferred.

Special Requirements:

- A criminal background check is required.

- A drug screen is required prior to final offer of employment.
- A valid State of Iowa driver's license is required.

Previous Budget Director will be available to assist the successful candidate transition into this position.

Employer
Polk County

Address
111 Court Avenue Suite 390 Human Resources

Des Moines, Iowa, 50309

Phone
515-286-3200

Website
https://www.governmentjobs.com/careers/polkia