

JOB POSTING:
Louisiana Public Defender Board
Baton Rouge, Louisiana

Budget Officer (Budget Administrator 1)

Qualifications:

An eligible applicant must have expertise in matters of finance which shall, include at a minimum, possession of either a master's degree in economics, accounting, business administration, public administration, or finance from an accredited business school, or a bachelor's degree in accounting, finance, or administration with five years of progressively responsible experience in general accounting, general finance, or auditing, and have a comprehensive knowledge of the principles and practices of corporate finance. Candidates with professional experience with another State of Louisiana agency are preferred. An eligible applicant must also be a U.S. citizen, become a domiciliary of Louisiana who is registered to vote in Louisiana, and be available to work full-time in the state's Baton Rouge office.

Duties:

The Budget Officer is a full-time, executive-level staff position with the State of Louisiana. Responsibilities include:

- Prepare and submit to the Board for its approval the budget of the board;
- Pay the expenses of the Board;
- Be responsible for accounting and budget control, procurement and contract management, data processing, management and program analysis, personnel management, and grants management for the Board;
- Develop and make available to the Board fiscal information that will assist the board in evaluating the delivery of public defender services throughout the state with the view of pointing out unnecessary programs, projects, and functions, calling attention to inefficient and uneconomical practices, monitoring, reviewing, and analyzing the performance of the districts, making recommendations for improvement, and carrying out other similar functions;
- Continuously review existing and proposed programs and budgets of the Board and the districts;
- Make continuous short- and long-range studies of projected revenues and expenditures of the Board;
- Evaluate legislative proposals for fiscal effect on the delivery of public defender services

and report the findings of those evaluations to the State Public Defender and the Board;

- Report to the legislature annually with respect to the activities of the Board and at such other times as the Joint Legislative Committee on the Budget or the Legislative Fiscal Officer deems appropriate;
- Develop and maintain a comprehensive information system on the receipt of revenues by the Board and the districts from local, state, and federal sources, as well as the expenditure of these revenues, and to submit a summary of this information annually to the legislature;
- Prepare as of June first of each year an estimate of unexpended balances in every account and submit a copy to the Governor, the Legislative Auditor, and the Legislative Fiscal Officer;
- Assist each district public defender with the preparation of monthly and annual financial reporting requirements, budget preparation, and development of a uniform method of accounting for all expenditures of the district including but not limited to the salaries, contracts, acquisition of equipment, and supplies; and
- Perform all other duties assigned by the State Public Defender or the Board.

Compensation:

Compensation is salaried and commensurate with experience within the salary range provided by the Division of Administration. Employment with the State of Louisiana includes full health benefits and enrollment in the State of Louisiana Retirement System. The Louisiana Public Defender Board encourages professional development and supports these opportunities for its staff.

To Apply:

All applicants must submit their application through the Louisiana Department of State Civil Service at www.civilservice.louisiana.gov. A resume/curriculum vitae, a writing sample and three references are also to be sent by e-mail, fax or hard copy to:

Louisiana Public Defender Board
Attn: Frank X. Neuner, Jr.
500 Laurel Street, Suite 300
Baton Rouge, LA 70801
(225) 219-3519 (fax) / employment@lpdb.la.gov