BUDGET OFFICER II
OFFICE OF CAREER & TECHNICAL EDUCATION

Salary Range: $47,426.00 – $59,281.00
Salary will be negotiable and commensurate with experience.

The Mississippi Department of Education (MDE) is seeking a Budget Officer II for the Office of Career & Technical Education.

RESPONSIBILITIES:
This position is a second-level Budget position accountable for analyzing legislation, governing policy, administrative rules, fiscal policy actions, and performance standards within and for the State. The position will manage the CTE teacher budget and CTE reporting. Duties include: developing the CTE Teacher Salary Schedule; computing the annual Mississippi Adequate Education (MAEP) CTE Teacher Units; assisting local school districts to ensure that accurate and complete teacher budget information and performance placement data is entered into the Mississippi Student Information System (MSIS); verifying teacher budgets for all districts to ensure appropriate distribution of CTE state salary funding and Mississippi Adequate Education (MAEP) CTE salary funding; determining the annual CTE extended contract award amounts; managing the CTE Calendar; collecting data and information for CTE reports; assisting with preparation of CTE reports; managing the CTE District Summary reporting process; conducting the annual CTE Performance GAP analysis; managing Grantee Improvement Plans; providing technical assistance; conducting training; and performing related or similar duties as required or assigned.

EXPERIENCE/EDUCATION REQUIREMENTS:
Typically requires a Bachelor's Degree and 2-4 years of experience.