

BUDGET MANAGER

DEFINITION

To plan, organize, direct and coordinate the activities of the Budget Division within the Finance Department including citywide annual budget development, coordination, communication, training and quarterly and year-end reporting; to coordinate citywide budget activities with other divisions and departments; and to provide highly complex staff assistance to the Finance Director.

SUPERVISION EXERCISED AND RECEIVED

Receives general direction from the Finance Director.

Exercises direct supervision over assigned professional staff; may exercise technical and functional supervision over support staff as appropriate.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Develop and implement divisional goals, objectives, policies and procedures.

Plan, organize and direct citywide budget activities including annual budget development, coordination, communication, training and quarterly and year-end reporting.

Direct, oversee and participate in the development of the Budget Division work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Prepare the Budget Division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials and supplies; administer the approved budget.

Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

Develop schedules and processes related to citywide budget activities; conduct or oversee budget training sessions; review draft budget submissions; ensure correct identification of funding sources for capital improvement projects; prepare budget forecasts; prepare special budget analyses, as requested.

Review citywide budget adjustments, including transfers, updates, and funding source information.

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Oversee on-going revenues and expenditures, including development funds/agreements and ensure corrections as needed; provide for indirect cost-recovery.

Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Research and prepare technical and administrative reports; prepare written correspondence; provide presentations to the City Council.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of governmental budget techniques and methods, including fund accounting.

Uses and applications of financial management software including enterprise resource planning systems.

Principles and practices of leadership, motivation, team building and conflict resolution.

Pertinent local, State and Federal rules, regulations and laws.

Modern office procedures, computer equipment and software.

Principles and practices of organizational analysis and management.

Principles and practices of supervision, training and personnel management.

Ability to:

Organize and implement citywide budget activities.

On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy.

On a continuous basis, sit at desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation;

use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Perform the most complex work of the department.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Interpret and apply City and department policies, procedures, rules and regulations.

Prepare and administer a budget.

Supervise, train and evaluate personnel.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Experience:

Five years of increasingly responsible experience in governmental budget administration, including two years of supervisory responsibility.

AND

Training:

A Bachelor's degree from an accredited college or university with major course work in finance, accounting, public administration, business administration, or a related field.

License or Certificate

Possession of a valid California driver's license by date of appointment.

12-19-17

08-25-12

11-06-08

09-05-00 Budget/Payroll Manager

09-02-98

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