

BUDGET & RESEARCH MANAGER (AM)

DEFINITION

Under the direction of the Executive Director and Assistant Director of Finance & Management Services Agency, this position has the primary responsibility in developing, preparing, and monitoring the City's budget.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Analyzes proposed department budgets for accuracy, impact on City resources, and adherence to established fiscal policy; participates in budget team conferences, provides direction and makes recommendations to the City Manager regarding budget requests; coordinates the preparation of the proposed budget document for presentation to the City Council; conducts studies and prepares reports on financial matters, management methods, administrative and operating systems and procedures; acts as administrative liaison in assisting department budget staff in preparing department budget requests; analyzes and provides fiscal control of budgetary expenditures; performs research concerning organizational issues, structure, staffing, operations, procedures and policies; supervises personnel assigned to the Budget and Research Section of the Management and Support Division. Performs other related functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This is a single position administrative classification in the Finance & Management Services Agency. This class is responsible for the coordination and monitoring of the City's budget and supervises an assigned staff.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of increasingly responsible professional or administrative experience in governmental budgetary and financial activities including administrative, productivity and organizational analysis. Graduation from an accredited four-year college with a degree in public or business administration, finance, economics, accounting or related field and possession of the following knowledge skills and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: principles and practices of public administration, municipal finance, budgeting and budget procedures, research techniques, methods, procedures and organizational structure.

Ability to: gather, organize, analyze, and interpret data; draw sound conclusions from assembled information; develop alternative solutions to problems; present research findings and ideas concisely and effectively orally and in writing; utilize Microsoft Office (Excel, Access and Word) and related software and understand systems analysis related to the automation process of budget administration; exercise resourcefulness in addressing and resolving problems; establish and maintain effective working relationships with municipal officials, managers, employees, and the general public.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful applicant has the ability to work with all levels of management, line staff, and generates a feeling of trust and confidence. A member of the City's budget team, this individual demonstrates a strong teamwork orientation, assists managers to comply with policy guidelines, provides leadership and is able to facilitate consensus in different settings. The ideal candidate understands complex and challenging assignments and is able to adapt to a changing work environment that requires strong analytic and financial management skills.

Class title established per Council Resolution No. 99-023,  
effective 7-1-99

Review: 03/04, 03/08  
ADA Approved: 03/04