

BUDGET MANAGER

Class Definition

Under general direction, plans, organizes and directs the activities of the Budget and Management Studies Division of the City Manager's Office.

Distinguishing Characteristics

Budget Manager is a division head in the Budget and Management Studies Division of the City Manager's Office. Reporting to the City Manager, the incumbent oversees the development and administration of the City's annual budget, provides management support pertaining to the annual budget, directs special projects, oversees reviews of internal control systems and contractual and Code compliance, and supervises professional and clerical staff assigned to the division. The incumbent is expected to address complex issues and to recommend and implement solutions in a timely and effective manner. This is an unclassified position in which the incumbent serves at the will of the City Manager.

Typical Tasks

(The incumbent may not be assigned all duties listed, nor do the examples cover all duties which may be assigned.)

Plans, organizes and directs the day-to-day activities of the Budget and Management Studies Division.

Supervises and participates in the work involved in preparing, analyzing and administering the City's annual budget and five-year Capital Improvement Plan.

Evaluates the work of subordinate staff; prepares employee performance evaluations; counsels employees to correct deficiencies; recommends disciplinary actions.

Administers the Non-Departmental Budget.

Interprets and implements legislative changes pertaining to budget development and administration.

Supervises and may participate in contractual and Municipal Code compliance audits.

Provides advice to City management staff regarding departmental budget development and administration.

Prepares material for approval by superiors and action by the City Council.

Develops and implements goals, policies and priorities for division activities and operations.

Supervises the preparation of regular and special studies and reports.

Prepares and controls the division budget.

Performs related duties as required.

Knowledge, Abilities and Skills

Knowledge of professional accounting principles and procedures relating to municipal accounting and auditing of governmental functions.

Knowledge of the principles and procedures of municipal budget preparation and administration.

Knowledge of the principles and practices of effective employee supervision, including selection, training, work evaluation and discipline.

Knowledge of the principles and practices of public administration and organization.

Knowledge of the general relationships between local, state and federal governments, public interest groups and private enterprise as they affect the City.

Ability to plan, organize and direct the work of subordinate staff.

Ability to supervise, train and evaluate subordinate staff.

Ability to analyze and make effective recommendations on administrative, management, budgetary and fiscal practices, procedures and problems.

Ability to forecast economic conditions and the impact thereof on the City budget and operations.

Ability to exercise sound independent judgment within general policy guidelines.

Ability to analyze and draw sound conclusions from statistical and other complex data.

Ability to prepare clear and concise reports, records, correspondence and other written materials.

Ability to make clear oral presentations.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications

Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Public Administration, Economics, or closely related field; and four years of professional experience in budget development and administration, which included, or is supplemented by, two years of supervisory experience.

Necessary Special Requirement

Possession of a valid California Driver's License at time of appointment.

APPROVED: _____

Director of Personnel

DATE: _____

MR/CT/djs/03/23/92

SPEC1