

MAJOR FUNCTIONS

This is a responsible managerial work involving frequent interaction with the City Commission, Executive Management, Appointed Officials, and the Leadership Team for management and fiscal analysis issues, evaluation of departmental operations and budgets, recommendations for improvements of efficiency and effectiveness of various functions, policy evaluation and general research. Work is performed under the general direction of the Manager-Budget and Policy. Considerable independent judgment, discretion and initiative are exercised. Work is reviewed through reports, conferences, observations, analysis of reports and recommendations, and by results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Plans, directs and reviews the work of other budget staff in at least one major function of the budget process, including the operating budget, capital budget, revenue and expenditure forecasts, or systems design. Is a major contributor in analyzing and developing all aspects of the City's annual budgets. Works closely with the City Manager, Appointed Officials, Assistant City Managers, and department directors in developing strategies and funding mechanisms for meeting City Commission goals and objectives. Determines appropriate funding sources and allocates funding to meet project and operational needs. Assures proper funding source allocations for federal, state, bond, and other special revenue funds. Recommends priority funding levels. Monitors progress of operating departments and projects by comparing expenditures against budgeted amounts and takes appropriate action such as notifying department directors when needed. Participates in the development and implementation of budget and financial policies. Provides guidance to City staff in implementation of City policies and procedures. Plans and directs various departmental, inter-departmental, or inter-governmental management studies, research projects, efficiency initiatives, and other special projects. Coordinates with Accounting and Procurement Services, the Treasurer-Clerk, and other departments to approve, as delegated by the City Manager, timely, accurate, and appropriate work-order openings, contract change orders, budget transfers and related transactions. Prepares correspondence, memos, reports, studies, agenda items, or presentations as may be required. Performs related work as required.

Other Important Duties

Attends City Commission meetings and various meetings/conferences with City department directors, staff and the public. Develops administrative policies and procedures. Participates in organizational analysis and development, and program planning and development. Participates in development of program measures and evaluates the effectiveness of programs. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Thorough knowledge of modern management practices, procedures, theory, and organization analysis. Thorough knowledge of work distribution, financial, and budget analysis. Considerable knowledge of statistical concepts and methods. Considerable knowledge of work measurement, work simplification procedures, and manpower evaluation. Ability to make use of information by analysis, correlation, creativity, and objectivity. Ability to analyze facts and exercise sound professional judgment to arrive at valid conclusions. Ability to express ideas clearly and concisely, both orally and in writing. Ability to effectively use technology to improve work products. Ability to maintain effective work relationships. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a master's degree in public or business administration, finance, or a related field and four years of professional experience in governmental budgeting, finance, planning, and/or management areas; or an equivalent combination of training and experience.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established:

Revised: 10-08-85
03-05-86
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07-19-93
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09-15-09*