



Career Service Authority

Page 1 of 4

Budget and Management Supervisor

GENERAL STATEMENT OF CLASS DUTIES

Supervises and participates in the analysis of annual departmental budget requests and complex policy alternatives for the Office of Budget and Management to assess their impact on work programs and service delivery to the public.

DISTINGUISHING CHARACTERISTICS

This class is distinguished from accounting and other budget and financial related supervisory classes, including *Accounting Supervisor*, *Agency Controller*, *Audit Supervisor*, *Budget and Revenue Administrator* and *Financial Operations Administrator*, by its supervision of professional staff members of the Office of Budget and Management who are engaged in the analysis of annual departmental budget requests and assessment of the impact of policy alternatives on work programs and service delivery.

This class is further distinguished by the following factors:

Guidelines, Difficulty and Decision Making Level:

Guidelines are in the form of stated objectives for the section, unit, function or project.

Work assignment is generally unstructured and employee is responsible for assigning and supervising a variety of functions to achieve the objectives of the section, unit or project. Duties performed involve weighing and evaluating factors requiring judgment, analytical ability and problem solving.

Employee is responsible for simultaneous coordination and supervision of several functions, programs or projects in various stages of completion.

Level of Supervision Received and Quality Review:

Under managerial direction, the employee has personal accountability for carrying out the work objectives of an organizational unit or section within the scope of established guidelines and the mission of the agency or department. Employee is expected to resolve problems that arise in the normal course of the work. Work may be discussed with higher level supervisors and reviewed for soundness of judgment and feasibility of decisions.

Interpersonal Communications and Purpose:

Contacts of a non-prescribed nature involving the negotiation and resolution of non-routine problems encountered and where exceptional degrees of discretion and judgment and specialized knowledge are required in carrying out the programs and policies of an organization.

Level of Supervision Exercised:

Supervises two or more employees in the Office of Budget and Management in positions in the *Financial Management Analyst* class series that have budget and management analysis responsibilities.

ESSENTIAL DUTIES

Supervises and participates in the analysis of budget requests and the preparation of the City's annual operating budget.

Supervises and participates in studies to assess the impact of policy alternatives on work programs and service delivery.

Administers components of the City's budget program.

Directs projects to evaluate program performance, identify alternative revenue sources, develop performance measures and analyze unit costs.

Develops or modifies work plans, methods and procedures; determines work priorities and develops work schedules to provide adequate staff coverage.

Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Resolves problems encountered during daily operations and determines standards for problem resolution.

Develops the employee performance enhancement plan, documents performance, provides performance feedback and formally evaluates the work of employees.

Responds to formal and informal employee grievances and prepares written responses.

Documents causes for disciplinary action and initiates letters of reprimand and formal recommendations for disciplinary action.

Provides work instruction and assists employees with difficult and/or unusual assignments.

Attends a variety of meetings to ensure coordination with other entities, resolves implementation problems and acts as chief spokesperson to groups directly affected by the administrative activities.

Performs other duties as assigned or requested.

.....
Any one position may not include all of the duties listed.
However, the allocation of positions will be determined by
the amount of time spent in performing the essential duties
listed above.
.....

MINIMUM QUALIFICATIONS

Competencies, Knowledges & Skills:

Reasoning - Identifies rules, principles or relationships that explain facts, data or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Project Management - Plans, organizes and directs all aspects of assigned projects, including their human and material resources, to achieve project objectives within agreed time, cost and performance parameters.

Oral Communication - Expresses ideas and facts to individuals or groups effectively; makes clear and convincing oral presentations; listens to others; facilitates an open exchange of ideas.

Problem Solving - Identifies and analyzes problems; uses sound reasoning to arrive at conclusions; finds alternative solutions to complex problems; distinguishes between relevant and irrelevant information to make logical judgments.

Written Communication - Expresses facts and ideas in writing in a succinct and organized manner.

Leadership - Inspires, motivates, guides others toward goals; coaches mentors, challenges staff; adapts leadership styles to various situations; models high standards of honesty, integrity, trust, openness and respect for individuals by applying these values daily.

Technical Competence - Understands and appropriately applies procedures, requirements, regulations and policies related to specialized expertise; maintains credibility with others on technical matters.

Human Resource Management - Empowers staff by sharing power and authority; develops lower levels of leadership, pushing authority down and out throughout the organization; shares rewards with staff; ensures staff are properly selected, used, appraised and developed, and are treated fairly.

Knowledge of supervisory theories and methods sufficient to be able to perform a variety of supervisory functions.

Knowledge of supervisory principles and practices sufficient to be able to develop an employee performance enhancement plan.

Knowledge of the theory, principles and methodologies of complex financial analysis sufficient to be able to evaluate project design and implement recommended work program or policy changes.

Knowledge of budgeting and public finance principles and practices sufficient to be able to analyze agency work programs and recommend allocation of financial resources.

Skill in applying the existing guidelines or creating new approaches to the development and modification of work plans, methods and procedure for the work unit or function.

Skill in prioritizing and scheduling work to allow for efficient and effective completion of work.

Skill in reviewing work for accuracy and completeness.

Skill in analyzing problems encountered by employees during the course of the assignment.

Skill in establishing and maintaining effective working relationships with other employees, organizations and the public.

Physical Demands:

Sitting: remaining in the normal seated position.
Handling: seizing, holding, grasping or otherwise working with hand(s).
Fingering: picking, pinching or otherwise working with fingers.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.
Repetitive motions: making frequent movements with a part of the body.
Eye/hand/foot coordination: performing work using two or more.

Working Environment:

Subject to many interruptions.

Education Requirement:

Baccalaureate degree in public administration, political science, government, business administration, finance, economics, accounting or a directly related field.

Experience Requirement:

Three years of full performance level professional experience in technical budgeting work evaluating budget methods and organizing other budget functions.

Education/Experience Equivalency:

A master's degree in the prescribed major fields may be substituted for the prescribed baccalaureate degree or one year of the required experience. A baccalaureate degree in any major field may be substituted for two years of the required education in a prescribed major field. Appropriate additional experience may be substituted for the required education on the basis of one year of experience for one year of education.

Licensure and/or Certification:

Completion of a Career Service Authority supervisory training course prior to completion of the probationary period.

CLASS DETAIL

FLSA CODE: Exempt

ESTABLISHED DATE: 09/16/95

REVISED DATE: 03/01/03

REVISED BY: Paul Wiberg

CLASS HISTORY Class specification converted to a new format in 11/02.