

Career Service Authority

Director of Budget and Management

Revised Date / /
Revised By Patricia Anderson
FLSA Code Exempt
Est. Date 09/16/95

General Statement of Duties

Directs and supervises the operations of the Office of Budget and Management and prepares the city's annual budget.

Essential Duties and Knowledge, Skill, and Ability Requirements

1. Supervises the overall preparation of the City's annual budget and produces the finalized annual budget.
 - *Knowledge of the principles of management sufficient to be able to supervise professional staff and coordinate all aspects involved in the development and implementation of city budgets.*
 - *Skill in exercising a high degree of initiative, judgment, discretion and decision making to integrate organizational priorities, meet deadlines, and achieve objectives.*
2. Provides all City agencies and departments with budget policies and procedures.
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, influence and solicit cooperation, and seek and obtain support for various programs or policies.*
 - *Skill in developing techniques and methodologies to resolve unprecedented problems or situations.*
 - *Skill in exercising a high degree of initiative, judgment, discretion and decision making to integrate organizational priorities, meet deadlines, and achieve objectives.*
3. Represents Budget and Management in negotiations and resolution of budgeting and management problems with City agencies and departments.

- *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information ,negotiate problem resolution, influence and solicit cooperation, and seek and obtain support for various programs or policies.*
- 4. Presents budgetary recommendations to the Mayor and City Council.
 - *Skill in establishing and maintaining effective working relationships with employees, policy making bodies, various representatives of public or private entities, and the public.*
 - *Skill in utilizing the principles and practices of effective and persuasive communication to elicit information, negotiate problem resolution, influence and solicit cooperation, and seek and obtain support for various programs or policies.*
- 5. Devises strategies to deal with unexpected organizational crises and unresolved problems.
 - *Skill in creating and establishing criteria, techniques, and methodologies to resolve unprecedented problems or situations for an agency.*
- 6. Monitors agency and department revenues and expenditures.
 - *Skill in monitoring revenue and expenditures for the department.*
- 7. Arbitrates conflicts between both internal and external groups in the interest of maintaining organizational goals and objectives.
 - *Knowledge of conflict resolution techniques sufficient to be able to arbitrate and/or resolve conflict as they arise.*
- 8. Directs the development of performance evaluation standards for functions managed within the guidelines set by top management. Formally evaluates the work of directly subordinate supervisors and/or staff.
 - *Knowledge of supervisory principles and practices sufficient to be able to establish and implement subordinates' performance evaluation programs.*
- 9. Develops and ensures the implementation of staff training and development programs which provide opportunities for individual employees growth, continuity of work flow during employee absences and long range development of employees.
 - *Knowledge of employee development principles and practices sufficient to be able to ensure the long range success of the organization by incorporating cross training, delegation, mentoring, job specific training, and other principles into the daily work for the organization.*

10. Determines the priorities, goals and objectives of the division or work functions assigned.
 - *Skill in analyzing work functions and developing methodologies to ensure effective and efficient completion of the work assignment.*
11. Interviews and selects staff reporting directly to this position and assists with other interviews as required.
 - *Knowledge of interviewing techniques sufficient to be able to select and hire appropriate personnel for positions or approve recommendations from subordinate supervisors.*
12. Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions to this class will be determined by the amount of time spent in performing the primary duties listed above.
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Job Requirements

Level of Supervision

Supervises two or more first level supervisors.

Guidance and Decision Making

Work involves creating and establishing objectives for an agency to fulfill the agency's mission or purpose for which it was established. Divisions or units are created and/or modified to meet this objectives. Employee is responsible for managing a variety of complex divisions or a city wide functions in which several projects may be in progress and multiple divisions may be involved. Duties performed involve many abstract factors to be evaluated and weighed, requiring a high degree of concentration, analytical ability, judgment, and decision making. Work may be reviewed by the Mayor, a cabinet member, a commission or a board.

Interpersonal Communications

Contacts where the exchange of information, support, influence and cooperation may have a very significant impact on the programs and policies of the organization.

Physical Demands

Sitting: remaining in the normal seated position.
Talking: expressing or exchanging ideas by means of spoken words.
Hearing: perceiving the nature of sounds by the ear.

Vision Requirements

Near acuity: ability to see clearly at 20 inches or less.

Mental Demands

Mathematical reasoning

Oral Comprehension
Written Comprehension

Working Conditions

Pressure due to multiple calls and inquiries

Minimum Education

Baccalaureate Degree in Business Administration, Public Administration, Political Science or a related field.

Minimum Experience

Three years of supervisory experience in budgeting, finance, or analysis of agency operations.

Equivalency

Additional appropriate education may be substituted for one year of the minimum experience requirement