

## CITY OF LINCOLN BUDGET MANAGER

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

### **DEFINITION:**

Under general direction, performs complex work of considerable difficulty in governmental budgeting and financial analysis. Plans, organizes, manages and directs the activities of the Budget Division within Support Services Department including citywide annual budget development, coordination, communication, training and reporting; to coordinate citywide budget activities with other divisions and departments; to provide highly complex staff assistance to an executive manager within the Support Services Department; and performs other related duties as required.

### **DISTINGUISHING CHARACTERISTICS:**

The **Budget Manager** is the management level class responsible for assisting the Director, or designee, in the day-to-day administrating, directing and managing of assigned divisions.

### **SUPERVISION RECEIVED/EXERCISED:**

Receives general direction from the Director of Support Services or his/her designee. Exercises direct supervision over assigned professional staff; may exercise technical and functional supervision over support staff as appropriate.

### **ESSENTIAL FUNCTIONS:** *(include but are not limited to the following)*

- Develop and implement divisional goals, objectives, policies and procedures
- Plan, organize and direct citywide budget activities including budget development, coordination, communication, training and reporting.
- Direct, oversee and participate in the development of the Budget Division work plan; assign work activities; projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Participate in the development and administration of the department and division budgets.
- Participate in the development of official policies, procedures and practices, to ensure compliance with applicable laws and regulations.
- Interpret and apply provisions of laws, rules and regulations related to fiscal matters.
- Review citywide budget adjustments, including transfers, updates, and funding source information.
- Coordinates the work of assigned staff, their tasks, and the interfacing with other organizations.

## BUDGET MANAGER

Page 2

- Interview and recommend selection of job applicants, appraise employee performance; conduct informal counseling on work issues, prepare documentation and improvement plans for deficiencies, and implement disciplinary procedures.
- Develop schedules and processes related to citywide budget activities; conduct and oversee budget training sessions; review draft budget submissions; ensure correct identification of funding sources for capital improvement projects; prepare budget forecasts; prepare special budget analyses, as requested.
- Oversee ongoing revenues and expenditures, including development funds/agreements and ensure corrections as needed; provide for indirect cost-recovery.
- Oversee and is responsible for the day-to-day operations of the Budget Division.
- Provide assistance to City departments regarding City budget policies and procedures in resolving budget issues.
- Attend council, interagency, committee, and other meetings and conferences; make presentations as required.
- Establish positive working relationships with representatives of community organizations, state/local agencies, City management, staff and the public.
- In collaboration with staff, seeks continuous improvement in budgeting processes and procedures to achieve optimum efficiency and effectiveness.
- Perform related duties as assigned.

### **PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:**

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. The position also requires near and far vision in reading written reports and work-related documents. Acute hearing is required when providing phone and personal service. The nature of the work also requires the incumbent to drive motorized vehicles. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

### **QUALIFICATIONS:**

The following are minimal qualifications necessary for entry into the classification.

#### **Education and/or Experience:**

Five (5) years of increasingly responsible experience in government budget administration, including two years of supervisory responsibility.

A bachelor's degree from and accredited college or university with major course in finance, accounting,

public administration, or a related field. The combination of experience and education may be evaluated and approved by the City.

**License/Certificate:**

Possession of, or ability to obtain, a valid class C California driver's license.

**KNOWLEDGE, SKILLS AND ABILITIES:** *(The following are a representative sample of the KSAs necessary to perform essential duties of the position.)*

**Knowledge of:**

Principles and practices of government budget techniques and methods, including fund accounting. Uses and applications of financial management software including enterprise resource planning systems. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal rules, regulations and laws. Modern office procedures, computer equipment and software. Principles and practices of organizational analysis and management. Principles and practices of supervision, training and personnel management.

**Skill to:**

Operate office computers and variety of software applications.

**Ability to:**

Organize and implement citywide budget activities. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various rules and procedures; and explain and interpret policy. On a continuous basis, sit at a desk and in meetings for long periods of time. Intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone, and write or use keyboard to communicate through written means; and lift or carry weight of 25 pounds or less. Perform the most complex work of the department. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Gain cooperation through discussion and persuasion. Interpret and apply City and department policies, procedures, rules and regulations. Prepare and administer a city-wide budget. Supervise, train and evaluate personnel. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

**Salary Range:** Refer to Mid-Management/Confidential Salary Schedule  
**FLSA:** Exempt  
**Employee Group:** Mid-Management/Confidential