



BUDGET MANAGER
FLSA: Exempt
Grade 34 \$71,713.21 - \$114,741.12

GENERAL DEFINITION

Position provides administration, direction, and management of the City's overall planning, development, implementation, performs technical and analytical work, and administration of annual operating and capital projects budgets.

Responsibilities include planning, forecasting, developing, and administering City budgets in accordance with established budget goals, objectives, and initiatives. Position ensures adherence to City Administration directives regarding budget administration and compliance with all applicable regulatory and legislative standards governing administration of municipal public funds. Position assists departments as an internal consultant in addressing budgeting, cost efficiency, and operating analysis requirements and provides advisement and assistance directly to the Director of Financial Services and IT in all aspects of the City's budget administration functions.

This is a position in the classified service, which work is performed independently under the direct supervision of the Director of Financial Services & Information Technology. The individual in this position makes significant decisions in accordance with City policies, procedures, law or regulatory requirements and makes major policy recommendations with organization-wide impact.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Manages the preparation, analysis, implementation, and administration of the City's annual operating and capital budget(s).

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- Regularly monitors and evaluates the status of department and division budgets for adherence to projected budget allocations.
- Analyzes monthly, quarterly, and mid-year budget status per all departments to identify deficits and/or surplus conditions; provide notifications accordingly.
- Researches and identifies revenue opportunities and provides recommendations to maintain and enhance City revenues.
- Plan, develop and maintain a strategic, effective, and efficient budget preparation, analysis, and administration process.
- Prepares mid-year, annual and multi-year forecasts of revenues and expenditures to ensure adherence to and compliance with established budgetary goals, objectives, and initiatives.
- Analyzes department budget submissions, providing comments and recommendations to the directors accordingly.
- Serves as internal budget consultant on budget-related issues to managers and department heads as needed.
- Provides analyses of the financial impact of collective bargaining proposals, providing input to the City's bargaining teams, and may be called to serve as a member of the bargaining teams.
- Analyzes department budget submissions, providing comments and recommendations to the directors and City administration accordingly; serves as an internal budget expert.
- Preparation of the annual budget book.
- Maintains the integrity of the budget within the financial reporting system.
- Evaluates agenda item reports to ensure consistency with established budgets.
- Provides advisement of budget controls, cost-cutting alternatives, budget amendments, efficiency in service delivery, staffing levels, productivity measures, and related items.
- Maintains current knowledge of trends and developments in the field of budget administration in the public sector for application to functions undercharge.

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KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge of the principles and practices applied to the organization, management, and administration of municipal operating and capital projects budget administration.
- Substantial knowledge of statistical concepts and methods as applied to the analyses of budget management and administration.
- Substantial knowledge of the principles and practices of governmental accounting, budgeting, and municipal fiscal management.
- Substantial knowledge of the body of available and current information resources applicable to the department's functions for technical research purposes and for special projects as may be assigned by City Administration.
- Substantial knowledge of legislation and regulatory standards applicable to the management and administration of public funds.
- Ability to interpret rules, regulations, and policies for effective decision-making in accordance with established precedent.
- Ability to establish and maintain effective working relationships with employees, division and department heads, public/private sector contacts, and City Administration.
- Ability to plan, assign, direct, and review the work of others in a manner conducive to full performance and compliance with established policies, procedures, and regulatory standards applicable to the work.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Business, Public Administration, Finance, Accounting, or related field; supplemented by a minimum of 3 years of financial management experience in governmental, or similar public sector organization, with at least 2

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years of specific experience in budget analysis. Certified Government Finance Officer, Certified Public Finance Officer (or similar financial designation, or a Master's degree in a business-related or public administration field, may substitute for one year of the required budget experience.

OR

High School Diploma/GED with 10 years of relevant experience with broad exposure to public sector budget development and administration.

PREFERRED

Certified Public Accountant, Certified Government Finance Officer, Certified Public Finance Officer (or similar financial designation)

Master's degree in a business-related or public administration field

5 years of financial management experience in governmental or similar public section organization with at least 2 years of specific experience in budget analysis

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

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A review of this position has excluded the marginal function of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of a minimum level of knowledge, skills and ability.

I have read and acknowledged receipt of the job classification.

Employee signature

Date

City Manager Approval/Date
Civil Service Rule Sec 2-96