

CITY OF ROSWELL, GEORGIA
CLASSIFICATION SPECIFICATION

Code:	F312
FLSA:	E
WC:	8810
PG:	514
EEO:	2

CLASSIFICATION TITLE: BUDGET MANAGER

PURPOSE OF CLASSIFICATION

The purpose of this classification is to direct the development, implementation, management and reporting of the City’s operating and capital budgets; to manage the staff, resources, and operations of the Office Budgeting; and to serve as an advisor/consultant to the City Administrator regarding all budget related issues under the general supervision of the Director of Finance.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Directs the Office of Budgeting; establishes plans, goals and objectives; identifies major business processes and major products and services; organizes structure and work assignments. Establishes policies and procedures; and ensures adherence to City policies and procedures and state regulations which govern the office’s programs and services. Develops meaningful measures and targets for office functions. Reviews and evaluates office operations, work products, methods, procedures and performance outcomes; and identifies opportunities to improve overall office performance.

Manages office staff directly. Performs a variety of duties associated with supervising staff to include hiring, assigning work, ensuring professional development and training, establishing performance expectations and evaluating performance; providing guidance, direction and discipline as necessary; and recommending employee terminations and salary actions to Human Resources as appropriate. Develops and maintains a succession plan for the office.

Plans, directs, and manages the development, of the City’s operating and capital budgets. Directs, engages in and/or reviews the research, collection, analysis, and synthesis of information used to develop the City budgets, including the use of salary and related benefit spreadsheets, historical information, capital improvement projects, pending programs, and forecasts of future expenditures and revenues.

Directs and provides training, guidance and consultation regarding budget requests; and negotiates budget submissions with departments and divisions. Presents budget recommendations to the City Administrator; provides additional research and/or explanations upon request; and incorporates recommendations and/or directives. Schedules and conducts public hearings related to the adoption of the budget.

Manages the administration, amendment, and execution of the adopted budget. Directs the preparation of the annual budget book in accordance with applicable standards and regulations; reconciles the accounting system to the approved budget. Establishes, implements and monitors measures that reflect the status and performance; monitors expenditures and revenues; and reviews approves and control budget amendments to insure compliance with appropriation limits, financial policies, program goals and objectives.

Directs and designs, implements and maintains a variety of financial and statistical reports related to the budget, and the financial status and condition of the City, including quarterly financial reports, executive summaries, budget summaries, salary and related benefits spreadsheets, etc.

Serves as internal consultant/advisor to the City Administrator, Department Heads, and administrators regarding all budget issues. Prepares and/or reviews reports, executive summaries, resolutions and presentations for the City Administrator and / or Director of Finance. Responds to questions, complaints and requests for information pertaining to the budget.

Operates a personal computer, telephones, copiers and other general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs general clerical work in support of assigned duties, to include answering telephones, entering data, assisting customers, copying and mailing materials, etc.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in finance, accounting, business administration, or a related field; supplemented by three years of progressively responsible experience as budget analyst and/or financial consultant; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or scientific thinking to implement both intellectual and practical relationships. Involves responsibility for consideration and analysis of complex organizational problems of major functions.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks require 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 light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.