

CITY OF GLENDALE

TITLE:	Budget Coordinator	CLASS CODE:	386
REPORTS TO:	Budget Director	GRADE:	25
DEPARTMENT:	Budget and Research	FLSA:	E

JOB SPECIFICATION DATE: August 3, 2007 ajw

JOB SUMMARY

Participates in the development of the City's annual operating and capital improvement budgets. Performs other duties involving research, analysis and the development of effective and efficient budgeting processes and procedures.

ESSENTIAL FUNCTIONS

1. Researches and analyzes financial information to develop the City's budget for the upcoming fiscal year.
2. Participates in the development of the City's budget.
3. Assists in the preparation, presentation and monitoring of annual budgets.
4. Coordinates budget activities with other City departments and divisions to ensure a comprehensive and timely product.
5. Provides technical assistance to City staff and identifies possible solutions for resolving issues related to departmental operating budgets.
6. Researches economic indicators, analyzes factors and trends and makes recommendations regarding the City's ability to finance city operations.
7. Performs research and analysis on identified special projects for management.
8. Assists the senior analysts and assistant director in developing statistical models for economic analysis.
9. Assists with rate analysis and fee structure studies
10. Assists with training department and division budget liaisons.

SECONDARY FUNCTIONS

11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Principles and practices of public administration and local government structure and services
Public sector budgeting and finance principles
Federal, State and local laws, rules and regulations affecting municipal budgeting
Statistical analysis, research techniques, and financial forecasting methodology

Skill in:

The use of personal computers and software applications

Ability to:

- Perform complex economic and policy analysis
- Apply financial management principles
- Identify and analyze revenue sources
- Use PeopleSoft and Access software to query data and develop reports
- Conduct studies utilizing statistical and spreadsheet software programs
- Research and analyze data and draw logical conclusions
- Establish credibility and effective working relationships with all levels of staff
- Work independently on major projects

WORKING CONDITIONS

Office setting.

MINIMUM REQUIREMENTS

Bachelor's Degree in Public Administration, Political Science, Business Administration, Management, or a related field.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona Driver's license