

CITY OF GLENDALE

TITLE:	Assistant Budget Director	CLASS CODE:	391
REPORTS TO:	Management and Budget Director	GRADE:	34
DEPARTMENT:	Management and Budget	FLSA:	E

JOB SPECIFICATION DATE: July 1, 2005 bwg

JOB SUMMARY:

Plans, organizes and manages the daily operations, activities and staff of the Management and Budget Department including supervision of staff. Provides highly complex assistance to the Budget Director, interacts with other department directors on budget issues.

ESSENTIAL FUNCTIONS:

1. Plans, organizes and manages the daily operations, activities and staff of the Management and Budget Department involving budget preparation, long-range financial forecasts, rate models/internal service premiums including vehicle and technology replacement rates, worker's compensation premiums, risk/insurance management premiums, indirect cost allocation rates, salary forecasts.
2. Supervises Budget Analysts, Sr. Budget Analysts, and the Budget Coordinator who develop and monitor the city revenue operating capital, debt service and contingency budgets.
3. Provides complex staff assistance to the Budget and Management Director; may act as Budget and Management Director in his/her absence including council meetings.
4. Coordinates the completion, evaluation and review of the capital, operating and revenue projection databases and input model systems, suggests improvement opportunities within each and performs high level testing to ensure effectiveness.
5. Reviews the financing models for general obligation/bonds, development impact fees, revenue bonds and pay-as-you-go capital projects ensuring compliance with voter authorization limits, state constitutional debt capacity limits, and revenue requirements.
6. Prepares, reviews, coordinates and approves the final city budget document, quarterly budget status reports and other staff work in conjunction with the budget director including the expenditure limitation and property tax levy/rate calculations, authorized staffing, long-term debt service and lease payment schedules.
7. Evaluates the city's ability to balance the budget under various financial, economic, political and policy circumstances. Prepares presentations and other materials to provide support to executive management decision-making and budget balancing meetings.
8. Prepares, reviews and provides direction on year-end financial reporting (budget versus actual), including carryover reconciliations for both operating and capital budgets. Reviews various quarterly status reports for completeness and accuracy for enterprise, transportation, sales tax operation and the arena, stadium and other funds.
9. Evaluates programs, expenses, and revenues by working directly with department heads.

10. Ensures the overall department goals are met, including adherence and compliance with Government Finance Officers' Association (GFOA) standards for financial reporting and budgeting, the Governmental Accounting Standards Board (GASB) and other professional standards.
11. Ensures financial policy compliance governing both operating and capital budgets regarding appropriations, revenues, enterprise funds, salary policy and structure, debt management and budget amendment policies including shifts in appropriations, use of contingency funds and salary savings transfers.
12. Assists the budget director in analyzing revenue projections for state-shared, city sales tax, property tax, permits/licenses, etc.

SECONDARY FUNCTIONS:

13. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles and practices of public administration and local government structure and services.
Methods of developing computer modeling to include gathering and analysis of economic data.

Methods of preparing rate models for public utilities and defending rate adjustments.
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 in database, spreadsheet, word processing, and presentation graphics' software, preferably MicroSoft Office Suite.

Ability to:

Effectively supervise, train and develop staff.
Identify and respond to public, City Management and City Council issues and concerns.
Communicate effectively in writing and verbally to include presentations to executive management and council.
Conduct financial forecasting and perform financial and economic modeling.
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.
Prepare and present oral and written presentations to City management and the City Council.
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, and five years experience in financial and economic modeling and forecasting or budgeting administration. Supervisory experience is preferred.

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

Master's Degree in Public Administration or related field is preferred.

SPECIAL REQUIREMENTS:

CPA is preferred.

Valid Arizona Driver's license.