

**CITY OF GLENDALE**

**TITLE: Fire Finance/Budget Coordinator**

**CLASS CODE: 395**

**REPORTS TO: Fire Chief**

**GRADE: 27**

**DEPARTMENT: Fire Department**

**FLSA: E**

**JOB SPECIFICATION DATE: February 15, 2006 mac**

**JOB SUMMARY:**

Performs responsible and complex financial and economic analysis work in support of preparation and administration of budgets, grants, accounting controls for a large City Department. With approval resolves highly complex and difficult division issues. Responsibilities may include supervision of purchasing, payment control functions, payroll and other financial activities or directly related staff. This classification is distinguished from the management assistant classification by the senior staff level of responsibility and the handling of issues that require discipline specific expertise in grants or financial accounting with general supervision from the department Chief.

**ESSENTIAL FUNCTIONS:**

1. May direct day-to-day operation of key ongoing department functions involving budget, finance and grant management.
2. Prepares grant applications for the division and may assist with or coordinate other divisions as needed with grant; monitor compliance with grant requirements
3. May conduct independent research; analyze findings, and makes recommendations on complex finance or grant projects.
4. May control expenses for department personnel and materials.
5. May study operational problems and make recommendations on improvements.
6. Evaluates recommendations from line divisions or departments and reports on the merits of the recommendations to the department head.
7. May review others work with contracts or agreements affecting the department.
8. Tracks progress and status of department projects and programs within the scope of authority.
9. May manage or prepare and monitor annual department operating budget; develops budget from projections and forecasting.
10. With authorization may recommend actions to division heads to manage budget levels.
11. May supervise department projects or staff on related disciplines.
12. May review and analyze new and pending legislation to determine its impact on city operations.

**SECONDARY FUNCTIONS:**

13. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, ABILITIES:**

### **Knowledge of:**

Research and analysis methods and the elements of report preparation.  
The principles and practices of public administration and of local government structure and services.  
Computers and their application in local government.  
Public sector budgeting and economic forecasting, management principals and techniques.  
Current issues, legislation, regulations, specific to assigned work department.  
Personal computer technology and the applications for local government.  
May work without direct supervision.  
Program and project management techniques.

### **Skilled in**

The use of computers and software packages.  
Customer service and problem resolution practices.

### **Ability to:**

Work independently on major projects or sensitive problems and coordinate work of others.  
Prepare an annual department budget, make financial projections and analyze budget requests.  
Ability to supervise subordinate staff.  
Demonstrate sensitivity and awareness to political/policy issues raised by elected officials and articulate them to management.  
Prepare and monitor a project's budget; estimate costs; project future expenditures.  
Conduct research, analyze findings, and prepare clear and concise reports and recommendations.  
Communicate effectively, both orally and in writing.  
Establish and maintain effective working relationships with city officials, governmental agencies, and employees of all levels and the general public.

## **WORKING CONDITIONS:**

Office setting.

## **MINIMUM QUALIFICATIONS:**

Bachelor's degree in finance, economics, accounting, business administration or related field.  
Three years of progressively responsible experience in administration of financial programs.  
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

## **SPECIAL REQUIREMENTS:**

None