

## CITY OF GLENDALE

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| <b>TITLE:</b>                                    | <b>Fire Budget and Projects Manager</b> | <b>CLASS CODE:</b> | <b>692</b> |
| <b>REPORTS TO:</b>                               | <b>Fire Chief</b>                       | <b>GRADE:</b>      | <b>28</b>  |
| <b>DEPARTMENT:</b>                               | <b>Fire</b>                             | <b>FLSA:</b>       | <b>E</b>   |
| <b>JOB DESCRIPTION DATE: October 5, 2006 mac</b> |   |                    |            |

### **JOB SUMMARY**

Oversees Fire Department budget, including operational and CIP budgets. Plans, organizes, and supervises the activities and professional staff working within the Fire Department finance division.

### **ESSENTIAL FUNCTIONS**

1. Participates in the development of the Fire Department budget and capital improvement projects, responsible for revisions to capital, operation and maintenance costs on an annual basis.
2. Oversees the budget process on an annual basis; provides regular updates to management on budget status and over time usage for the department.
3. Manages departmental accreditation process.
4. Performs research and analysis for special projects for the Fire Chief or the department.
5. Recommends annual goals and objectives relative to budget, finance and business plans. Develops departmental business plan activities and identifies critical needs assessment for divisions.
6. Supervises, selects and trains professional level division budget/finance staff.
7. Conducts revenue and expenditure forecasts and identifies revenue sources necessary to finance capital projects.
8. Provides recommendations regarding the department's ability to finance general operations.
9. Provides technical assistance and budget interpretation to department staff, which may affect the integrity of the department budget. Resolves staff budget problems and may provide training in the preparation of division budgets.
10. Manages, plans and coordinates projects pertaining to the Office of the Fire Chief, the department and Financial/Budget Resources.
11. Identifies the critical budget and financial needs for the department and divisions on an annual basis.
12. Develops strategic plans and measurement tools to assess the effectiveness of the department. Ensure the stated goals and objectives for the divisions, fit within the department's business plan.

### **SECONDARY FUNCTIONS**

13. Performs other related duties as assigned.

## **KNOWLEDGE, SKILLS, 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
- Principles and practices of supervision

### **Ability to:**

- The use of personal computers and software applications
- Perform complex economic and policy analysis
- 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 / present oral and written presentations to City management and the City Council
- Work independently on major projects
- Conduct employee training; direct, coordinate and supervise the work of others
- Communicate effectively both verbally and in writing

## **WORKING CONDITIONS**

Office setting

## **MINIMUM QUALIFICATIONS**

Bachelor's Degree in business administration, finance, management, or a related field and four years of progressively responsible experience in finance, budget or administration and/or executive level research and analysis, preferably in the public sector.

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

## **SPECIAL REQUIREMENTS**

Valid Arizona Driver's license