

JOB DESCRIPTION

JOB TITLE: Budget Coordinator

JOB NO: PM120222

JOB FAMILY: Professional

FLSA: Exempt

SAFETY SENSITIVE: No

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

GENERAL SUMMARY

To provide professional assistance in budget preparation and the capital improvement program; to administer capital projects contracts; to perform other duties as assigned.

SUPERVISION

General supervision is provided by the Managing Director of Administrative Services. Responsible for supervision of the Budget Analyst.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. All behaviors comply with the Code of Conduct and Rules of Behavior outlined in Chapter 8 of the General Government Policies and Procedures Manual.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for the Budget Office; recommend and administer budget policies and procedures; identify opportunities for improvement and review with the Managing Director of Administrative Services; implement improvements.
3. Continuously monitor and evaluate the City's annual operating and capital budgets to ensure compliance with all applicable state, federal and local laws, policies and goals of management, and best practices identified by the National Advisory Council on State and Local Budgeting and the Government Finance Officers Association.
4. Develop and continuously update the budget revenue manual; manage printing and publishing of annual budget document; budget preparation manual, and other reports necessary to support management decision-making process; maintain and update budget policies and procedures manual.
5. Supervise and participate in the preparation of difficult and complex financial and administrative reports; conduct statistical analyses necessary for revenue forecasting, cost-benefit analyses and other budget decision tools; conduct research and analyze data; assist in preparing long-term financial plan.
6. Coordinate the budget process for the City; lend support to departments; review department budget requests; design and prepare documents for budget and audit activities; compile and distribute departmental salary projections; manage contract payments.
7. Coordinate records retention program for budget documents, reports and materials.
8. In coordination with Managing Director of Administrative Services, select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures; recommend employee terminations; provide timely, accurate and thorough performance reviews for supervised employees.

9. Supervise the development, implementation and administration of the integrated budget, accounting and purchasing system including all automated applications; review and approve all program interfaces with accounting system such as budget import, appropriation revisions, purchase requisitions and contract payment vouchers; compile budget in the budget module; monitor transactions for appropriate coding and reconcile budgets, transfers and other transactions.
10. Attend and participate in professional groups, committees and seminars; stay abreast of new trends and developments in the field of budgeting and finance; stay abreast of the local economy and changes in tax base.
11. Answer questions and provide information to the public and other departments including budgets, financial trends, forecasts, surveys and other requested data.

OTHER DUTIES AND RESPONSIBILITIES

1. Provide administrative support to assist department director and other staff in completion of their duties and responsibilities; provide training and direction to staff as needed.
2. Prepare and maintain personal computer applications for special budget projects utilizing City software.
3. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS

EDUCATION

Bachelor's degree from an accredited college or university with major coursework in finance, budgeting, accounting or other related field.

EXPERIENCE

Five years of increasingly responsible experience in municipal budgeting or finance, or any equivalent combination of relevant education or experience.

LICENSES AND CERTIFICATES

None

COMPETENCIES

A supervisor's performance will be evaluated based on five employee competencies and five supervisor competencies.

The five employee competencies are...

1) Job Knowledge; 2) Teamwork; 3) Customer Service; 4) Flexibility; 5) Work Ethic.

The five supervisor competencies are...

1) Leadership & Results Orientation; 2) Coaching, Mentoring & Developing Employees; 3) Communications & Maintaining an Open Mind; 4) Vision & Innovation; and 5) Empathy.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles and practices of supervision, training and personnel management.

Pertinent federal, state and local laws, codes and regulations, particularly those applicable to governmental accounting and budgeting.

Accounting and budgeting principles and practices, statistical methodology, generally accepted accounting principles and generally accepted auditing standards.

Principles of economics, financial analysis and cost-benefit analysis.

English usage, spelling, grammar and punctuation.

Computer equipment and software including spreadsheet and word processing software.

Report preparation principles.

Skill in:

Compiling and preparing complex analytical financial and administrative data for reports.

Performing detailed statistical analysis of budget activities.

Preparing clear and concise administrative and financial reports.

Ability to:

Supervise, train and evaluate assigned staff.

Organize, direct and implement a comprehensive budget process.

Perform assigned duties with minimal supervision.

Interpret financial data contained in City's general and subsidiary ledgers.

Communicate clearly and concisely, both orally and in writing.

Understand and follow instructions.

Establish and maintain cooperative working relationships with those contacted in the course of work.

Pass a medical physical examination.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT

Maintain effective audio-visual discrimination and perception needed for:

- *Making observations*
- *Reading and writing*
- *Operating assigned equipment*
- *Communicating with others.*

Maintain physical condition appropriate to the performance of assigned duties and responsibilities that may include the following:

- *Walking, standing or sitting for extended periods of time*
- *Lifting objects up to 34 lbs.*

Director of Human Resources

Date

Department Director

Date

ISSUE DATE: October 2009