JOB INFORMATION

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Budget Manager</th>
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<tbody>
<tr>
<td>Department</td>
<td>City Manager’s Office</td>
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<tr>
<td>Reports to Position</td>
<td>City Manager</td>
</tr>
<tr>
<td>Location</td>
<td>City Hall</td>
</tr>
<tr>
<td>Effect. Date</td>
<td>01/2019</td>
</tr>
<tr>
<td>Civil Service</td>
<td>No</td>
</tr>
<tr>
<td>Bargaining Unit</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade</td>
<td>NB Payscale</td>
</tr>
<tr>
<td>Overtime Status</td>
<td>Salary</td>
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<tr>
<td>FLSA Status</td>
<td>Exempt</td>
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JOB SUMMARY

Under general direction of the City Manager’s Office, performs highly responsible management and administrative work directing and coordinating the varied functions of the City’s Budget. Responsible for financial and budgetary records management. Provides services to support staff members and elected officials in the most effective and efficient manner in all aspects of the City’s budget. Extensive leeway is granted for the exercise of independent judgment and initiative.

ESSENTIAL JOB DUTIES/WORK PERFORMED

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Responsible for administration and management of the city’s budget; advising the City Manager, Mayor, and City Council regarding the city’s overall strategic budget plan.
- Provides effective, professional leadership, positioning the Department to meet the community’s current and future needs through appropriate technologies and services;
- Communicates City goals with continued open communication to all departments;
- Ensure department managers meet budget submission deadlines
- Design and implement effective budgeting policies and procedures
- Organizes and coordinates the organization, structure, and operations among each department;
- Coordinates strategic planning within each department;
- Administers the preparation and monitors the activities of the operational, grant and capital improvement budgets;
- Reviews short and long-range capital improvement projects to meet the needs of customers;
- Coordinates city-initiated redevelopment efforts;
- Reviews information concerning potential funding sources, determines compatibility of funding source objectives with City needs and goals and directs the City’s response to grant applications;
- Conducts timely performance reviews and monitors performance and staffing needs;
- Develops and delivers presentations and attends meetings;
- Performs all work duties and activities in accordance with City policies, procedures and safety practices;
- Attends work regularly at the designated place and time;
- Supports continuous process improvement initiatives;
- Performs related work as required.

REQUIRED KNOWLEDGE AND SKILLS

List key dimensions (measurements for success) for this position:

- Extensive knowledge of various aspects of municipal operations
- Comprehensive knowledge of project management concepts;
- Comprehensive knowledge of municipal budgeting practices and procedures;
- Thorough knowledge of the legislative process involved in local governments;
- Extensive knowledge of public management and current practices in local state and federal government;
- Extensive knowledge of municipal organizations and functions and of the relationships within a municipal government and other levels of government;
- Comprehensive knowledge of politics and protocols of local government;
- Comprehensive knowledge of the basic laws, ordinances and regulations underlying City Government;
- Proven ability to lead people and initiatives to achieve specific goals;
- Proven ability to collaborate and build consensus within various stakeholder groups;
- Ability to develop a team workplace environment to maximize the contributions of all employees and develop the strengths of all team members;
- Ability to effectively delegate and hold people accountable for results;
- Ability to be a strong mediator and facilitator;
- Ability to make effective decisions by thinking conceptually, evaluating complex issues, observing and evaluation trends and drawing logical and realistic conclusions;
- Ability to possess a highly professional approach to problem solving with a strong service ethic;
- Ability to develop and communicate clear goals, ideas, and objectives utilizing effective oral and written presentation skills;
- Ability to quickly learn and implement new skills and knowledge related to best management practices, technology improvements, and organizational improvements;
- Ability to successfully express complex processes and concepts to a variety of audiences using a variety of communication modes;
- Ability to effectively delegate and hold people accountable for results;
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;
- Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ingenuity and inventiveness in the performance of assigned tasks.

### ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

**List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:**

- Requires the following with or without reasonable accommodation:
  - Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;
  - Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hard copy form;
  - Sufficient manual dexterity, which permits the employee to operate a keyboard and produce hand-written materials and notations;
  - Sufficient personal mobility, which permits the employee to visit various work stations in the City and attend a wide variety of meetings within the City and out of the area.

### QUALIFICATIONS

**List the minimum requirements to be considered for this position:**

- Graduation from an accredited college with a Bachelor’s degree in Economics, Business Administration or closely related field. Master’s degree in Public Administration preferable.
- Extensive governmental experience in various aspects of municipal operations, at the department or city manager’s office level; and
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### WORKING CONDITIONS

**List working conditions for this position:**

- Works in an office environment
- Works a standard work week, must attend council work sessions and meetings outside of the standard work week.
- May be required to work some overtime upon demand of workload
<table>
<thead>
<tr>
<th>REQUIRED BACKGROUND CHECKS</th>
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*List working conditions for this position:*

- Worker’s Compensation Background check
- Sex Offender Registry
- Criminal Background Check
- Drug Screening
- Driving Record
- Pre-Employment Physical