

**CLASS SPECIFICATION**

**CLASS TITLE:**

Budget Officer

**DEFINITION:**

Plans, organizes, directs, and performs professional budgeting activities. Responsible for the development, maintenance, and operation of the City's annual operating and capital budgets, and for providing financial information an analysis to aid in executive management decision making. Develops long-range Citywide budgetary forecasts.

**DISTINGUISHING CHARACTERISTICS:**

This is a single level class where employees within this class perform complex and specialized budget and accounting work that involves significant accountability and decision-making responsibility. Responsibilities include coordination and development of the Citywide operational and capital budgets, and significant analytical special project work. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. This classification is distinguished from the Finance Director in that the latter has overall responsibility for providing administrative direction and oversight in all financial and related matters, functions, and activities for the Finance Department.

**SUPERVISION RECEIVED AND EXERCISED:**

Receives general direction from the Finance Director.

**EXAMPLES OF DUTIES:**

*Duties may include, but are not limited to, the following:*

- Plan, organize, direct and coordinate the City's budget processes, prepares the Citywide operating and capital budgets, and all non-departmental budgets.
- Forecast revenues and expenditures for the City's General Fund and all other funding streams using trend analysis or other appropriate economic models.
- Work with departments to identify and solve budget issues.
- Perform complex technical work on personnel costing.
- Coordinate fee schedule updates.
- Participate in the development of policies and procedures.
- Monitor and prepare reports on budget performance, investment portfolios, and cash management.
- Provide support and assistance to the Finance Director on complex financial special projects and other administrative functions.
- Assists in the development and implementation of departmental policies, procedures, goals, and objectives.
- Perform a variety of accounting duties on an as-needed basis.
- Assist in the City's annual audit process.
- Represent the City with dignity, integrity, and the spirit of cooperation in all relations with staff and the public.
- Respect and is sensitive towards the cultural and ethnic diversity of the community.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.
- Perform related duties as assigned.

**QUALIFICATIONS:**

Knowledge of:

- Principles and practices of budget, fiscal, and grant administration relevant to municipal government.
- Principles and practices of leadership, motivation, team building, and conflict resolution.
- Principles and practices of budget management including procedures for monitoring ongoing and one-time revenues and expenditures.
- Pertinent Federal, State, and local laws, rules, and regulations.
- Principles and practices of organizational analysis and management.
- Citywide budgeting procedures and techniques.
- Modern office practices, methods, and computer equipment including relevant software programs.
- Oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation.
- Safe work practices.
- Principles and practices of excellent customer service.

Ability to:

- Effectively oversee the preparation of the Citywide budget.
- Effectively oversee and coordinate a variety of programs and projects.
- Acquire a thorough knowledge of departmental programs, policies, procedures, and of related Citywide policies and procedures.
- Analyze a variety of diverse operations, programs, and work methods, and develop means for improvements or alternatives for service delivery.
- Maintain strict attention to operational detail while understanding the Citywide budgetary needs.
- Prepare clear and concise reports for senior management.
- Lift 25 pounds.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written instructions and prioritize workload to meet deadlines.
- Read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation.
- Communicate effectively, tactfully and positively in both oral and written form.
- Operate and use modern office equipment and technology, including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Contribute effectively to the accomplishments of City goals, objectives and activities.

Education and Experience:

Any combination of education, experience, and training that would provide the best qualified candidates. A typical way to obtain the knowledge and abilities would be:

Possession of the equivalent to a bachelor's degree from an accredited college or university with major coursework in accounting, finance, business administration, or another field of study applicable to the responsibilities and requirements of this job class.

Four years of progressively responsible experience performing budget, fiscal, and grant administration and management.

Special Requirements:

Possession at the time of hire and continued maintenance of a valid California Class C driver's license is required.

Working Conditions:

Work is performed in a typical temperature-controlled office environment subject to typical office noise and environment. Positions may be required to work outside of normal business including evenings and weekends and travel is rare.

Category:	Journey - Technical
FLSA Classification:	Exempt
Effective Date:	September 14, 2022
Revisions:	N/A