BUDGET OFFICER

DEFINITION
Under general direction, prepares, develops, implements and monitors the City's annual operating budget. Directs and oversees the Purchasing Division.

ESSENTIAL FUNCTIONS
(Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is **ILLUSTRATIVE ONLY**, and is not a comprehensive listing of all functions and tasks performed by positions in this class). Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
Prepares, develops, implements and monitors the City's annual operating budget; directs and oversees the operation of the Purchasing Division; prepares investment summary reports on behalf of the City Treasurer; conducts revenue projections; assists departmental managers or other division heads in matters affecting budget planning, preparation, implementation and monitoring.

Enforces budget policies and related rules and regulations for City compliance with municipal bond covenants; provides support to the City's debt management programs; analyzes and prepares schedules and summaries on budget proposals and reviews for presentation to management; researches and resolves complaints and advises City staff on budget policies and procedures; prepares, reviews and approves performance evaluations of Budget and Purchasing Division staff.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing public budgeting and accounting
Knowledgeable of public finance, budgeting and accounting methods and practices
Knowledgeable of quality management and/or supervision principles
Knowledgeable of the operation of computer databases and the development of spreadsheet files
Skilled in managing, delegating and evaluating work of assigned staff
Skilled in analyzing financial systems, procedures and controls
Skilled in applying judgment in the release of confidential information
Skilled in providing and following oral and written instructions
Skilled in establishing and maintaining positive and productive working relationships with both internal and external customers
Ability to perform essential duties with minimum supervision
Ability to effectively communicate verbally and in writing in English with all levels of staff and public

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking and bending. Incumbent may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
A Bachelors degree in Finance, Accounting or related field, **AND** five (5) years experience in budgeting or finance including two (2) years at a supervisory level; **OR** an equivalent combination of education and experience. Masters Degree is highly preferred.