



Job Title	Budget Manager	FLSA Status	Exempt
Band	MGR	Probationary Period	12 Months
Zone	5	Job Code	19797

Class Specification – Budget Manager

Summary Statement:

The purpose of this position is to produce the annual City budget in compliance with State law and City Charter. This is accomplished by preparing the cost allocation plan and the annual and multi-annual capital improvement plan; advising the Chief Financial Officer and the Chief of Staff on policy issues with a budgetary impact; leading and managing the annual City budget process; overseeing the annual cost allocation model; providing analytical support to executive staff. Other duties include providing information as requested by citizens and the media; coordinating the completion of analytical studies and special projects; selecting, training, and evaluating budget office personnel; providing or coordinating staff training; working with employees to correct deficiencies and implementing discipline and termination procedures; coordinating the organization, and staffing operations of the annual budgeting process.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
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Time % <small>(All below must add to 100%)</small>	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
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40%	Completes special projects and requests by providing policy guidance and technical advice to Departments on budget submissions, supplemental budget requests, and budgetary analysis; evaluating performance, costs, and staffing; developing options, suggestions, and recommendations; providing support to the Chief Financial Officer and Chief of Staff with specific data requests, analytical study requests, policy reviews, and studies of best practices.
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30%	Leads and manages the annual budget process for the City by overseeing revenue forecasting prioritizing funding requirements; measuring department and service performance; directing and supervising the review of budget proposals from departments and divisions; and reviewing all budget transactions for correctness and required approvals.
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10%	Develops the annual and five year capital project budgets by developing the process for updating; developing forms to gather information from all city departments; compiling and analyzing department input; and monitoring capital project budgets.
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10%	Manages the full-cost allocation process by approving annual calendar for the project; conducting meetings for department managers and analysts; providing educational information on the cost allocation plan; analyzing changes to the organization and clearly communication changes to the consultant; reviewing completed full-cost allocation plan prepared by consultant; and preparing results for implementation into budget process.
10%	Plan, manage, coordinate, and participate in providing long-term financial planning services for the City; formulate and analyze City fiscal and revenue policies; prepare multi-year forecasts of revenues and expenditures; prepare and update the City's long-range financial plan; ensure City compliance with tax and spending limitations by reviewing and approving annual calculation to ensure accuracy of compliance with TABOR revenue limits; and ensuring compliance with State Stature and City Charter; and conduct a variety of fiscal and revenue studies including fiscal impact, cost benefit, and financial feasibility analyses.

Competencies Required:	
Human Collaboration Skills:	Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.
Reading:	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Math:	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.
Writing:	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.



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Technical Skills Required:

Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.

Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in finance, public finance, accounting, or a related field.

Experience: Five years of full-time responsible administrative, analytical, and budgetary experience including two years of local government and supervisory experience.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.

Supervision Exercised:

Work requires managing and monitoring work performance by directing subordinate supervisors, including making final decision on hiring and disciplinary actions, evaluating program/ work objectives and effectiveness, and realigning work and staffing assignments, as needed.

Supervision Received:

Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.

Fiscal Responsibility: This job title has responsibility for final approval of at least one division/departmental budget. Is authorized to approve fiscal/budgeted expenditures up to the amount that requires the approval of Senior Management.



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Physical Demands:

Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, and standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office and specialized budget software.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: December 2014