



Job Title	City Budget Supervisor	FLSA Status	Exempt
Band	SUP	Probationary Period	12 Months
Zone	6	Job Code	19788

Class Specification – City Budget Supervisor

<p>Summary Statement: The purpose of this position is to provide support and recommendations to Finance Managers and the Chief Financial Officer (CFO) in the form of project, process and staff management. This position will coordinate assignments, provide training, review work product, answer questions, provide guidance and feedback, mentoring and coaching to staff. It will evaluate the effectiveness and efficiency of division operations, to include procedure review and development, and report any findings to the City Budget Manager and CFO.</p>	
Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	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.
35%	Develops, plans, schedules, coordinates, and assigns work; establishes and determines goals, priorities, methodology, and procedures for subordinate employees; reviews employee work for adherence to guidelines and internal as well as citywide standards; and develops work schedules to meet time sensitive process requirements. Advises and consults with managers, supervisors, employees, and others on human resource matters as it relates to the functional area. Implements and interprets guidelines, policies, and procedures developed by higher-level managers; assists in developing, recommending, and coordinating the implementation of new procedures for the section. Interprets and explains policies, procedures and laws to managers, supervisors and staff. Develops performance management programs within the section, monitors and documents employee performance, provides ongoing performance feedback, and annually or more frequently evaluates employee performance.
25%	Perform complex financial, operational, and analytical duties in support of the department. Conduct research projects regarding budget, finance and operations. Prepare reports and analysis related to the impact of budgetary decisions, including forecasts and projections.



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25%	Make informed decisions regarding budgetary and project-related processes and procedures. Develops and provides input for budget preparation by the department/division. Monitors progress against budget on an ongoing basis; assists in the preparation of quarterly and annual reports. Assist in developing, recommending and coordinating the implementation of budgetary processes and procedures.
15%	Interviews and selects staff to hire, promote and transfer within the section; and participates in other interview processes as requested. Develops, plans, and implements staff training and development; and coaches, mentors, and leads staff in career development efforts.

Competencies Required:	
Human Collaboration Skills: Work may require providing advice to others outside direct reporting relationships on specific problems or general policies. Contacts may require the consideration of different points of view to reach agreement. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas.	
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: Intermediate - Ability to deal with system of real numbers; practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. 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.	

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	



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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, business administration, public administration or a related field.

Experience: Five years of full-time professional analytical experience specific to area of assignment.

Education and Experience Equivalency:

One (1) year of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

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 supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.

Supervision Received:

Receives General Direction: This job title normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically.



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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.

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.

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: November 2021