

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 215

BUDGET DIRECTOR

GENERAL

Administrative and professional management analysis work in support of the City Manager's annual budgets. The employee will work closely with department directors in coordinating, planning, and directing general budget development and for grant and capital projects. The employee will be responsible for supervision of the performance measures for the Budget Office's Strategic Plan. Work is performed under the general direction of the City Manager and/or Assistant City Managers.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Assists in the preparation and execution of the City's annual operating budget, CRA budgets, as well as the capital improvement and grant programs budgets.
- Assists with the City Manager's budget and presents the budget to the City Commission.
- Prepares advertisements and proper forms required by Statute for public hearings and adoption of final budget by City Commission.
- Oversee administrative policy implementation.
- Oversees non-profit funding process.
- Oversees 5 Year Capital Improvement Plan.
- Oversees Strategic Plan for the Budget Office and/or the City Manager's Office.
- Oversees the Sister Cities Program.
- Oversees the Community Bus Program and TSO Mobile App.
- Oversees the Management Intern Program.
- Oversees the OpenGov Financial Transparency Tool and other special projects.
- Annually apply for the GFOA Distinguished Budget Presentation Award.
- Directs and carries out special projects as assigned by the City Manager's Office.
- Schedules the budget time frame and supervises the distribution of all budget materials.
- Instructs and assists department staff with established guidelines and completion of budget forms.
- Evaluates submitted departmental proposals as to fiscal impact and prepares reports of findings for administrative review.
- Conducts research/analysis and special projects, citizen complaints and issues on an ongoing basis.
- May supervise subordinate and/or support staff.
- Performs economic analysis of Local and Regional Markets.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of current budgetary techniques, concepts and procedures applicable to local government.
- Knowledge of GFOA best practices.
- Knowledge of municipal management, fiscal management, and governmental budgeting methods, procedures and policies.
- Knowledge of statistical concepts and methods along with the ability to independently conduct special projects and studies and report on the findings. This includes knowledge of a variety of methods of work measurement, research techniques used in productivity studies and systems of internal controls.
- Knowledge of governmental accounting practices and procedures and local government financial information systems.

- Knowledge of purchasing policies and procedures.
- Knowledge of modern office practices and procedures and of business English, spelling and commercial arithmetic.
- Knowledge of the general research, planning and grant writing principles and practices. Knowledge of the standard terminology, techniques, practices and presentation of data collection and basic statistical analyses.
- Knowledge of federal, state, local and foundation procedures and regulations.
- Knowledge of the structure and function of local government departments.
- Skill in the operation of a personal computer.
- Ability to analyze budget requests in relationship to City fiscal policy and operational objectives.
- Ability to prepare budgetary and financial projections and reports.
- Ability to identify opportunities to improve productivity through work simplification and methods improvements as well as coordinate and manage research projects from start to finish.
- Ability to perform routine and complex administrative functions independently.
- Ability to analyze facts, exercise sound judgment, arrive at valid conclusions, and make recommendations.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze and resolve complex fiscal, operational and policy problems.
- Ability to effectively use and operate various items of office related equipment.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Finance, Accounting, with major course work in public administration, finance, social sciences, education or related field; experience in local government budget preparation, management analysis and/or social and human services including research, grant writing and project management experience. Master's degree is desirable, with emphasis in public finance or related fields. Years of experience in local government budget preparation, management analysis and/ or grant writing and project management.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 08/22

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Pay Grade/Group: 38/50

Location: Budget Office

GERS: Regular: Regular Class