



Budget Manager

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #	Pages
206	Exempt	1-Officials/Administrators	Non-Represented	12	4-13-1994	NA	1 of 2

DEFINITION: Under general supervision, plans, organizes, directs, and coordinates the activities of the Budget unit of the Finance department, including short- and long-range operating and capital budgets; and coordinates District-wide budget activities with other departments.

REPORTS TO: The Chief Financial Office (CFO), or designee.

ESSENTIAL FUNCTIONS may include, but are not limited to the following:

- Plans, organizes, and directs Budget unit activities including the development of short- and long-range capital and operating budgets.
- Develops critical business outcomes (CBOs), policies and procedures for the Budget unit. Assigns, delegates, reviews, and evaluates the work of Treasury unit staff. Coordinates staff training, and implements progressive discipline as needed.
- Provides financial forecasting and economic analysis to the CFO and Executive staff, including feasibility studies and cost analyses.
- Reviews District-wide budget performance on a quarterly and annual basis, identifies variances, and recommends allocations or reductions.
- Interprets state and federal regulatory requirements, informs the CFO and Executive staff of changes and possible non-compliance areas, and recommends and implements procedural and policy changes to ensure compliance.
- Coordinates unit activities with those of other Finance department units, other District departments, and outside agencies and organizations.
- Consults with the CFO on a continual basis to determine the financial impact of alternative financial decisions. Develops and implements actions and strategies to address economic fluctuations.
- Represents the Budget unit, Finance department, and the District in a variety of inter-agency, governmental, and public forums. Prepares and presents staff reports and other necessary correspondence.
- Reports to the Board of Directors as required by Executive staff and the CFO.
- Administers the activities, and reviews the work of external consultants.
- Answers questions and provides financial and budget information to the CFO, Executive staff, District personnel, and the public.
- May be required to temporarily replace or act in the position of the senior District staff member to whom this position normally reports, and may be required to perform some or all of the senior staff member's essential functions in such situations.



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- Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Principles, practices, and procedures of budget development and administration, as well as grant and entitlement administration; policy development and implementation; principles of supervision including leadership, work planning, motivation, team building, conflict resolution, and evaluation; pertinent local, State and Federal laws, rules, and regulations; modern office practices and methods; commonly used software for spreadsheets, statistics, and word processing at an intermediate level of proficiency.

Ability To: Develop, implement, and monitor comprehensive financial models and a complex budget; develop and implement unit CBOs, policies, and procedures; organize, train, and supervise Budget unit and other Finance department staff; manage unit activities; compute and interpret complex mathematical and statistical data; make detailed financial forecasts and projections based on analysis; write accurate and clear statistical and narrative reports and other written materials; understand and analyze reports provided by others; direct, monitor, and review the progress of assigned special projects; stay current on program innovations and new technology related to budget and finance; learn new general-use and finance specific software programs; communicate effectively both orally and in writing; represent the unit, department, and the District at meetings, and make oral presentations; work with various cultural and ethnic groups in a tactful and effective manner; and establish and maintain positive working relationships with co-workers, other District employees, and the general public using principles of good customer service.

Education/Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in economics, finance, business administration, accounting, or a related field.

Experience: Equivalent to at least five (5) years of increasing responsibility in budget development and administration, including five (5) years of verifiable supervisory experience.

Special Requirements: Must be able to work extended hours, and travel to attend inter-agency, governmental, public, and community group meetings, as required.

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