

**Budget Manager/Purchasing Agent**

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**DEFINITION:**

Under general direction, plans, performs, organizes, and is responsible for development of the City's budgetary documents and the budget development process including intricate budget analysis, short- and long-range fiscal forecasting, and capital planning; performs complex budget monitoring, detailed analytical work, multipart performance analyses, and prepares interim financial and budgetary reports; provides support to City departments with specific responsibility for implementing purchasing activities in compliance with mandated requirements; responds to a range of inquiries regarding the purchasing process and compliance requirements; achieving department objectives and goals within budget and procurement; researches, analyzes, and reviews complex financial data; supervises and trains assigned staff, and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

Work in this class is characterized by complex analytical work, overall coordination, development, implementation and monitoring of the City's budget, and support for City departments with specific responsibility for implementing and regulating adherence to mandated purchasing requirements while overseeing assigned staff.

**EXAMPLES OF DUTIES:**

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification or is similar or closely related to another duty statement.

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

Essential Functions

1. Leads and performs professional technical and analytical work in the areas of preparation, implementation, monitoring, and evaluation of the City's budget.
2. Administers the bidding process and contracts for vendor performance and compliance with established limits (i.e. prepare specifications, evaluate bids, recommend vendors, etc.) for the purpose of securing items and services within budget and in compliance with regulatory requirements.
3. Prepares fund summaries for use in preparation of the City's biennial budget, mid-year review, mid-cycle adjustments, and year end summary; analyzes and recommends budget funding levels and determines impact of programs, cost proposals, and related matters.

4. Coordinates the City budget process with departments, including preparation of the budget manual, development of schedules, worksheets and exhibits; monitors interdepartmental cost allocation and actual expenditures.
5. Creates, manages, and maintains inter-fund loans; performs annual budgeting of interest payments and payoffs; reviews journal entries for loan transactions.
6. Coordinates with other Finance Department staff and City departments to ensure cost accounting and revenue collection systems are consistent with the approved budget.
7. Leads Finance Department staff and City departments to calculate both internal and external cost allocations for use in billing and internal recovery.
8. Ensures City departments conform to compliance standards and regulatory obligations with respect to procuring supplies, equipment, and services; review, revise, and create if necessary City-wide procurement standards.
9. Evaluates order and bid documentation including requisitions, change orders, and bids, for the purpose of ensuring proper use of City funds in the acquisition of supplies, equipment, and services; negotiates with vendors for the purpose of resolving purchasing issues.
10. Provides assistance and advice to City departments in resolving budgetary issues; trains City staff on the budgetary process; prepares and maintains mid-year and annual budget instructions.
11. Develops and implements financial and management systems, policies, procedures and standards for budget preparation, examination, monitoring and control.
12. Prepares the City's long-term financial forecast.
13. Prepares reports for management review, including periodic financial reports; reviews departmental staff reports; reviews and processes budget amendments reports for final approval by the Finance Director.
14. Performs complex and/or sensitive labor negotiations and collective bargaining costing.
15. Evaluates, reviews, and prepares financial impact statements for proposed city ordinances, resolutions, and other policy changes.
16. Performs advanced administrative and analytical support.
17. Conducts advanced complex research projects; gathers and analyzes data; writes reports; develops recommendations, cost implications and implementation guidelines for new programs and existing and proposed projects.
18. Builds and maintains positive working relationships with co-workers, other City employees, elected officials, and the public using principles of good customer service.

#### Other Duties

19. Supervises, evaluates, and trains staff as assigned.
20. May represents the City in public meetings; prepares presentations for meeting with citizen groups and City Council; provides recommendations and prepares suggestions for improving education, understanding, and engagement of the public regarding the City Budget and financial operations.
21. May serves as liaison on administrative and special projects matters between the Finance Department and other City departments, committees, and citizen groups.
22. Performs related duties as assigned.

#### WORKING CONDITIONS

- Indoor office environment.
- Ambient office sounds and noises such as speaking, working office equipment and software.

- Travel to City work sites and locations to conduct work.

#### PHYSICAL DEMANDS

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Hearing and speaking to exchange information and make presentations.

#### EMPLOYMENT STANDARDS:

##### **Education/Experience:**

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

##### Education

Graduation from an accredited four-year college or university with major course work in accounting, finance, public administration, business administration, or a related field.

A master's degree in business administration, public policy, or public administration is desirable.

##### Experience

Five (5) years of progressively responsible professional municipal or government financial management experience with substantial work in budget preparation, administration, procurement, analysis, organization-wide coordination, and supervision. A CPFO (Certified Public Finance Officer), or similar designation or a graduate degree in Public or Business Administration may be substituted for one (1) year of experience.

##### Knowledge

Knowledge of principles and practices of budget development, monitoring, and implementation; principles and practices of governmental accounting, auditing, and financial reporting including GASB (Governmental Accounting Standards Board) standards; comprehensive understanding of federal and state purchasing regulations; financial management policies and procedures; personnel cost computations and processes; quantitative and management analysis techniques; program and project development, implementation, and evaluation methods; pertinent local, state and federal laws, rules and regulations, as related to areas of assignment; modern office practices, methods, and computer equipment including relevant software programs using spreadsheet applications and automated financial management systems; effective oral and written communication skills; business English including vocabulary, spelling, and correct grammatical usage and punctuation; safe work practices; principles and practices of supervision, training and performance evaluation; and principles and practices of excellent customer service.

##### Ability

Ability to plan, organize, supervise and participate in the activities of the budget and purchasing functions; effectively plan and implement city-wide budget process and related fiscal programs; apply

accounting principles to the analysis of budgetary and accounting records and make appropriate recommendations on projected revenues or cash flows; prepare financial statements and reports; develop technical reports and presentations; monitor assigned accounting and financial analysis activities ensuring compliance with local, state, and federal requirements and professional standards; develop and implement goals, objectives, policies, procedures, work standards, and internal controls; train staff in budgetary and procurement principles, practices, and procedures; understand and carry out oral and written instructions and prioritize workload to meet deadlines; analyze complex departmental budget requirements, programs, policies, procedures, and operations; plan, develop, implement, administer, and evaluate projects and programs; exercise sound judgment, flexibility, creativity, and sensitivity in response to changing situations and needs; read, write and comprehend the English language at a level necessary for effective job performance exercising correct English usage, vocabulary, spelling, grammar and punctuation; communicate effectively, tactfully and positively in both oral and written form; operate and use modern office equipment and technology, including computers and applicable software; utilize appropriate safety procedures and practices for assigned duties; establish and maintain effective working relationships with those contacted in the course of work; supervise, train, and evaluate staff; contribute effectively to the accomplishments of City goals, objectives, and activities.

#### Special Requirements

Willingness and ability to work outside regular scheduled hours to meet operational needs as this position requires attendance at meetings, including ones that will be conducted during evening hours and/or on weekends. This position requires irregular work hours as necessary to meet deadlines and achieve objectives.

#### Other Requirements

Possession of a valid California Driver's License and satisfactory driving record at the time of appointment is required as a condition of initial and continued employment only if the operation of a vehicle, rather than the employee's ability to get to/from various work locations in a timely manner, is necessary to perform the essential functions of the position.