

OFFICE OF MANAGEMENT AND BUDGET ASSOCIATE I

JOB DESCRIPTION

Classification Responsibilities: The Office of Management and Budget (OMB) Associate I is part of the City's multi-year Management Associate Program intended to attract promising professionals with a demonstrated interest in local government management. This classification provides exposure to municipal finances and valuable professional development. The OMB Associate I classification performs progressively responsible work in the preparation and administration of the City's annual operating budget, five-year Capital Improvement Program budget, and multi-year revenue/expenditure projections, as well as analysis and support of departmental operations.

Distinguishing Features: This class will receive direction and assignments from the OMB Director or senior budget staff. Work will initially be performed under close supervision as training and development is being provided; however, as the employee's competence increases, work will be performed more independently and reviewed upon completion. This class is FLSA exempt-professional.

QUALIFICATIONS

Employee Values: All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

Minimum Qualifications Required. Graduation from an accredited college or university with a Master's Degree in Public Administration, Public Policy, or Public Affairs prior to start of employment as an OMB Associate I.

Special Requirements. None.

Preferred/Desirable Qualifications. None.

ESSENTIAL FUNCTIONS

Communication: Conducts training sessions for unit managers and employees regarding budget preparation. Develops written department procedures outlining the steps entailed in producing various financial reports. Prepares written documents using clearly organized thoughts, proper sentence structure, punctuation, and grammar.

Manual/Physical: Enters data or information into a personal computer to produce reports and worksheets, and to calculate and reconcile information. Scans the content of a monitor or paper to detect minor changes in detailed information. Prepares budget-related reports to distribute to departments and for publication.

Mental: Calculates the salary and detailed benefit costs for all personnel changes anticipated by department managers for the budget year. Selects, computes, and summarizes information from the financial system. Creates, reviews, uses spreadsheets for financial analysis. Works with multiple deadlines.

Knowledge and Abilities:

Knowledge of:

the City of Mesa budgeting process and procedures;
the general principles and practices of accounting and or budgeting;
procedures, methods, and forms associated with automated financial systems; and
information available in various sections of the City's financial system.

Ability to:

apply accounting/budgeting principles and theory in performing work assignments;
analyze and evaluate budget-related fiscal data to identify trends and/or problem areas;
understand and interpret accounting/budget records/reports;
conduct budget-related studies and prepare reports detailing the results;
develop/revise operating procedures to facilitate completion of work assignments;
prepare summaries of revenues, expenditures, and personnel schedules for the budget document;
interact with City officials, coworkers, operating agency staff, and the general public to establish and
maintain effective working relationships;
analyze program and accounting/budgeting details to identify and interpret significant data in preparing
budget projections, estimates, and reports; and
analyze data through the use of computer software packages.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

Revised 1/17

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EEO-Prof

JOB FCTN-FIN

INCREMENTS 42-200

PAY GRADE: 48

IND-8810

SWORN-No