

OFFICE OF MANAGEMENT AND BUDGET DEPUTY DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: An Office of Management and Budget (OMB) Deputy Director is responsible for assisting the OMB Director in managing, directing, and supervising the staff and activities of the Office of Management and Budget to achieve strategic objectives of the office and the City in an efficient and effective manner. In the absence of the OMB Director, a deputy director provides leadership to the office and the City.

Responsibilities may include: assisting in developing and implementing the financial forecast system and process in order to produce short-term, mid-term, and long-term City forecasts for all funds and enterprises; assisting in preparation and analysis of monthly fund balance reports; assisting in the preparation of utility revenue and associated rate projections; development and implementation of the City's eight year Capital Improvement Program (CIP) process and Community Facility District annual budgets; oversight and leadership in coordinating participation by multiple departments; coordination with senior level City management to ensure alignment with management and political objectives; financial analysis and review of funding mechanisms ensuring conformance to available resources; coordination of impact fee studies; tracking and reporting citizen approved bond authorizations; initiating and coordinating annual bond issuances; development and implementation of citizen participation; oversight of the Management Analyst Program, project management for the department and/or Citywide projects; and assigned special projects as needed.

An OMB Deputy Director is responsible for Citywide programs and processes and is expected to pursue continuous process improvement for Citywide budget programs and processes and OMB internal processes. This class is expected to communicate technical financial information in a non-technical manner to senior City staff, City Council, and citizens in written and verbal formats. This class performs related duties as required.

Distinguishing Features: This classification has been designated as a non-classified, non-merit system, at-will position. This class is distinguished from the Budget Coordinator by the focus on Citywide policy and procedures, the technical skills required to complete assignments, leadership role in the city, and the responsibility for outcomes. The OMB Deputy Director completes special assignments that are broad in scope, requiring considerable use of independent judgment, and initiative in making difficult decisions. Supervision is received from the OMB Director or OMB Assistant Director through conferences, meetings, and reports regarding problems, goals, and results achieved. This class is FLSA exempt.

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. Any combination of training, education, and experience equivalent to graduation from an accredited college or university with a Bachelor's Degree in Accounting, Finance, Budgeting, or closely related field. Extensive (5+ years) full-time, professional-

level employment in accounting, auditing, budget preparation, or a closely related professional-level financial and/or fiscal position. At least 1 year of supervisory or management experience in governmental budgeting.

Special Requirements. None.

Substance Abuse Testing. None.

Preferred/Desirable Qualifications. Graduation from an accredited college or university with a Master's Degree in Accounting, Finance, Budgeting, Business or Public Administration or a closely related field. Possession of a Certified Public Accountant (CPA) Certificate and/or Certified Governmental Financial Manager (CGFM).

ESSENTIAL FUNCTIONS

Communication: Communicates with the general public, other City employees, management, the City Manager's office and City Council on budget, forecast, and special projects. Verbal communication and presentation one-on-one, in small groups, and in large venues. Prepares written documents including the CIP publication, presentation of economic indicators, and forecast results with clearly organized thoughts and/or using proper sentence construction, punctuation, grammar, and computer format in order to inform decision makers of current status and forecasted estimates.

Manual/Physical: Reviews the work products of others to ensure compliance with standard operating procedures, City ordinances, and management direction. Inspects, monitors, and/or evaluates budget guidelines, budget data, and management/council direction. Enters data and information into a personal computer (PC) in order to complete work. Prepares and/or updates schedules, graphs, and charts in order to inform decision makers.

Mental: Plans, organizes, and directs the activities of the CIP preparation and provides guidelines to assigned departments. Prioritizes and assigns work to personnel and prioritizes the order of own work in order to complete within prescribed timelines. Resolves procedural, operational, and other work-related problems by meeting with peers involved in projects and identifying issues and determining direction. Coordinates work activities, program functions, and other tasks regarding forecast and utility revenue with other City departments. Develops departmental and unit policies and procedures, short- and long-term objectives, and establishes guidelines for forecast programs, procedures for use by departments, and objectives of involvement. Conducts research and analyzes data of utility revenue, consumption, special projects, demographics, and independent variables. Performs mathematical calculations, statistical computations, financial and cost analysis, and budget and forecasting. Assists in preparing department budget. Prepares budget guidelines, baseline allocations, and revenue forecasts. Comprehends and makes inferences from written material to decision makers, preliminary budget documents, forecast documents, and monthly reports. Understands statistical data.

Knowledge and Abilities:

Knowledge of:

the City of Mesa budgeting process and procedures;
the general principles and practices of municipal accounting/budgeting;

procedures, methods, and forms associated with automated accounting/budgeting systems;
the general principles and practices of employee supervision;
the general principles and practices of employee training;
generally accepted management principles;
information available in various sections of the City's financial system;
economic analysis principles applicable to the budgeting process;
state/federal laws covering municipal budgeting;
statistical analysis principles and methods applicable to the budgeting process; and
the City of Mesa's overall system of accounts, funds, bonds, and revenue sources.

Ability to:

apply generally accepted accounting 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 and finance related studies and prepare reports detailing the results;
understand statistical forecast models (example: regressions, exponential, smooth, box Jenkins);
analyze program and accounting/budgeting details to identify and apply significant data in preparing budget projections, estimates, and reports;
explain/present technical budget/financial information/problems in nontechnical terms;
present facts and recommendations in a clear, concise, logical manner, orally and in writing;
plan, organize, and review the work of professional subordinates;
control and analyze data through the use of mainframe/microcomputer software packages;
assist in directing the compilation and preparation of the City of Mesa's CIP and other budget documents;
conduct budget related financial research studies to provide information to management regarding the forecasts;
monitor actual expenditures for each area and prepare summaries of actual versus budgeted expenditures; and
interact with City officials, coworkers, operating agency staff, and the general public to establish and maintain effective working relationships.

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.

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EEO-Prof

JOB FCTN-FIN

PAY PLAN 43-200

PAY GRADE: 58

IND-9410

SWORN-No