

OFFICE OF MANAGEMENT AND BUDGET ASSISTANT DIRECTOR

JOB DESCRIPTION

Classification Responsibilities: The Office of Management and Budget (OMB) Assistant Director is responsible for managing, directing, and supervising the activities of the Resource Allocation & Management branch of the Office of Management and Budget. An employee in this class is responsible for developing, preparing, tracking, revising, and presenting for approval/adoption the City's Operating Budget, the five-year Capital Improvement Budget, Community Facilities Districts, and multi-year Revenue and Expenditure Forecast systems and models; coordinating the development and production of financial reports for the City Council, City management, and state and federal budget/fiscal reports; developing and overseeing fund requests and evaluation processes; establishing forecast scenarios for utilities, including consumption, estimated revenues and expenses, and rate recommendations; preparing and presenting forecast and rate recommendations to City management and the City Council and coordinating processes for proposed changes to existing fees and new fees. Duties also include supervising associated professional staff and preparing OMB's annual budget and for achieving short- and long-term objectives. 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 OMB Deputy Director by the responsibility for development and management of the City's budget processes. The OMB Assistant Director's work assignments are broad in scope and are performed with considerable independence in judgment and initiative in making difficult technical and supervisory decisions and in determining work assignments and priorities. Further, the employee must demonstrate continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service. Supervision is received from the OMB Director through conferences, meetings, and reports regarding problems, goals, and results achieved. This class is FLSA exempt-executive.

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. Considerable (3 - 5 years) 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

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

Communication: Communicates with the general public, other City employees, management, and public officials in order to respond to questions regarding budget preparation activities, the five-year capital improvement budget, and multi-year Revenue and Expenditure Forecast systems and models, and to conduct training. Prepares correspondence, financial and management reports, recommendations, and responses to inquiries from internal and external sources in order to communicate budget-related information to City officials, coworkers, operating agency staff, and the general public. Explains and presents technical budget and financial information in non-technical formats.

Manual/Physical: Reviews the work of others to ensure compliance with standard operating procedures, federal regulations, Uniform Expenditure Reporting System, or other standards/guidelines including work content, methodology, and deadlines. Inspects, monitors, and/or evaluates information. Operates standard office equipment. Prepares and updates reports, budgets, and revenue and expenditure forecasts.

Mental: Plans, organizes, and directs the activities of the City's Budget portion of the Office of Management and Budget. Supervises and evaluates the work of subordinate budget staff and associated staff engaged in various budget related activities. Prioritizes subordinates and own work in the preparation of the City's budget. Resolves procedural, operational, and other work-related problems. Coordinates work activities and program functions with other City departments. Conducts research and/or analyzes accounting and budget reports in order to evaluate budget related fiscal data, identify trends and problem areas, conduct budget and finance studies, and prepare reports. Performs mathematical and statistical computations and financial and cost analyses. Comprehends and makes inferences from written information such as generally accepted accounting principles and theory and accounting/budget records to complete work assignments. Understands and interprets accounting/budget records to identify trends and problem areas in City fees and expenditures. Learns and understands state and federal laws and/or City ordinances covering municipal budgeting and the City of Mesa's system of accounts, funds, bonds, and revenue sources. Develops systems and procedures to facilitate monitoring of revenues, expenditures, and cash flow by program and by fund for the purpose of providing management and the City Council accurate and timely fiscal information.

Knowledge and Abilities:

Knowledge of:

the City of Mesa budgeting process and procedures;
procedures, methods, and forms associated with automated accounting/budgeting systems;
the general principles and practices of management, employee supervision and training;
information available in various sections of the City's accounting 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;
analyze program and accounting/budgeting details to identify and apply significant data in preparing budget projections, estimates, and reports;
present facts and recommendations in a clear, concise, logical manner, orally and in writing;
control and analyze data through the use of mainframe/microcomputer software packages;
conduct budget-related financial research studies to provide information to management regarding the impact of a variety of changes in state/federal law or City ordinance on the City's budget;
monitor actual expenditures for each program and prepare summaries of actual versus budgeted expenditures;
identify trends and problem areas in City expenditures;
develop systems and procedures to facilitate monitoring of revenues, expenditures, and cash flow both by program and by fund so that management and council receive accurate, timely fiscal information;
prepare and file Uniform Expenditure Reporting System reports, as required; and
authorize transfer of investment monies, stop payment on checks, and sign certificates of deposits.

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.

New 9/20

GL/co/kc

CS6110

EEO-O/A

JOB FCTN-FIN

PAY PLAN 43-200

PAY GRADE 61

IND-9410

SWORN-No