

## City of Fort Worth, Texas Job Description

<b>Classification Title</b>	Budget Manager		
<b>Job Code:</b>	MG1091	<b>Job Family:</b>	Management
<b>Pay Grade</b>	613	<b>Date Reviewed:</b>	07/02/15
<b>FLSA Status</b>	Exempt	<b>Date Revised:</b>	

### GENERAL SUMMARY

Manages, supervises, assigns, reviews and participates in the work of staff responsible for operating and capital budget development, monitoring and reporting activities. Assists in the development and implementation of management and budget studies, strategies and business processes. Ensures work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

### ESSENTIAL DUTIES & RESPONSIBILITIES

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.*

1. Supervises staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary decisions or recommendations.
2. Provides supervisory assistance in the development, monitoring and reporting of the City's annual operating and capital budgets for all City operating and capital funds. Conducts reviews of departmental operations, budget requests, capital plans and funding restrictions; analyzes complex funding structures; and recommends funding levels.
3. Reviews and analyzes revenue growth and fee/rate schedules. Prepares spreadsheets and diagrams to illustrate findings. Participates in funds identification processes, including analysis of funding sources appropriateness, evaluation of funds availability and funding program development.
4. Provides strategic planning and policy guidance in the adoption of the annual operating and capital budgets. Researches, analyzes, formulates and drafts policy recommendations regarding salient budgetary and management issues. Develops multi-year operations and maintenance financial plans and capital funding programs.
5. Coordinates evaluation of current and potential business processes for improved work goal achievement. Directs process refinement and development; collaborates with internal and external stakeholders; creates or reengineers processes and procedures; and facilitates development and execution of process communication and roll out plans.

6. Performs the more technical and complex tasks of the work unit, including the most complex analytical and evaluative activities; and assists in development of management and budget strategies.
7. Prepares and reviews budget documents and reports; researches and evaluates reports and performance measures.
8. Manages department technology systems. Maintains and provides system administration for BRASS and CPMS; provides technical support to fiscal, project delivery and other departmental staff and City management.
9. Coordinates the performance of program improvements and reductions reviews, research and organization analysis projects for City departments.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.
12. Pursuant to the City of Fort Worth's Code of Ordinances and Personnel Rules and Regulations, employees in this position cannot file an appeal of disciplinary actions taken against them.

## **KNOWLEDGE, SKILLS & ABILITIES**

- **Knowledge of:**
  - Functions and operations of a municipal government.
  - Capital and operating budget techniques and systems.
  - Principles and practices of finance and accounting.
  - City financial and business processes.
  - Organizational structure, work tools and resources.
  - Methods of financial and economic analysis and forecasting.
  - Principles of supervision, training and performance evaluation.
  - City Administration and City Council's public policy priorities.
  - Research and analysis methods.
  - Pertinent Federal, State and local laws, codes and regulations.
  - Computer operations in performance of job duties.
- **Skill in:**
  - Computers and applicable software.
  - Interpersonal relations.
  - Organization.
  - Customer service.
  - Problem solving.
- **Ability to:**
  - Communicate clearly and effectively, both orally and in writing.
  - Plan and supervise research projects regarding City functions and operations.
  - Supervise, organize and review the work of lower level staff.
  - Select, supervise, train and evaluate staff.

- Compile and evaluate pertinent information for producing budget reports.
- Present budget and financial information to the City Administration, City Council, and citizens.
- Analyze complex financial and economic data.
- Map processes, summarize data and draw conclusions.
- Interact with internal and external customers, general public and peers to provide or obtain information.
- Develop and utilize a variety of informational reports.
- Conduct analysis of organizational structure, work tools and resources.
- Work with public officials on sensitive issues.
- Interpret and explain City policies and procedures.
- Prepare clear and concise reports.
- Communicate effectively at all levels, both internal and external to the City, in order to obtain or provide information.
- Establish and maintain effective working relationships.

## **MINIMUM JOB REQUIREMENTS**

Master's degree from an accredited institution with major course work in Accounting, Finance, Business Administration, Public Administration, or a closely related field and five years of experience in the field of city finance or municipal research and statistical analysis, with at least two years of supervisory experience.

## **OTHER REQUIREMENTS**

Possession of an appropriate, valid Texas driver's license.

## **WORKING CONDITIONS**

*The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

## **PHYSICAL DEMANDS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.