

PURPOSE OF THE CLASSIFICATION: Under general direction is responsible for developing and managing the annual Capital Improvement Plan and oversee the implementation of the approved capital program, including the execution of long range capital budget, assisting decision makers and project managers with analyzing data and producing reports and monitoring the use of funds, and serving as the division's liaison with City stakeholders and external stakeholders; and performs other related assigned duties.

ESSENTIAL TASKS:

- Plans, organizes, and directs the overall management direction and oversight of the Capital Planning section; plans, develops and implements section policies and procedures, and administers staff functions to ensure department goals and objectives are achieved
- Develops, implements, monitors, and modifies procedures and administrative monitoring practices for capital project development and operating budget functions
- Assist City Stakeholders with capital plan development and implementation for potential inclusion of Public/Private partnership, debt financing, and grant funding opportunities.
- Oversees the creation of capital project reports and its administration to ensure projects are funded in accordance with City ordinances, State and Federal regulations.
- Coordinate with City stakeholders as needed to ensure timely use of funds, manage expenditures to ensure compliance with funding restrictions, and prepare necessary reports.
- Develop financial analysis of capital programs to communicate funding and scheduling needs.
- Analyzes budget monitoring and financial reporting to provide decision makers with expenditure and revenue snapshots and trends including practical options for potential cost overruns and budget balancing.
- Serve as the City's liaison to the Sales Tax Overview Committee, review, and present monthly reports
- Prepares the City's Five-Year Financial Forecast
- Manages the development and analysis of the annual revenue projections including user charges and utility rates, as well as monthly monitoring of collections with monthly reporting to City Stakeholders.
- Analyzes demographic economic and development trends as they relate to current local and national economic conditions and assess potential impacts to current capital planning.
- Serves as Co-Functional Area Lead of Financial System Project Ledger, including maintenance of procedures, and training of staff.
- Must report to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience:

1. (a) Graduation from an accredited college or university with a bachelor's degree in business or public administration, economics, or accounting; **and**,
(b) Five (5) years of experience relevant to the essential tasks listed in this job description; **including**
(c) Three (3) years' experience in government budgeting and financial administration, supervision, and management.

Knowledge, Abilities and Skills:

Knowledge of:

- Comprehensive knowledge of the principles and practices of budgeting, governmental accounting, finance, and public administration
- Comprehensive knowledge of multi-year forecasting techniques
- Comprehensive knowledge of the principles and practices of management and administration

- Considerable knowledge of economics
- Good knowledge of computer operations and the use of software applications
- Good knowledge of research techniques

Ability to:

- Ability to edit, organize, and present clearly, in verbal or written form, findings and recommendations
- Ability to analyze complex budgetary problems and develop appropriate solutions
- Ability to manage and supervise effectively
- Ability to understand and influence the behavior of others within the organization, customers, or the public to achieve job objectives and cause action or understanding

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard and telephone; lifting, carrying, up to 5 pounds; subject to sitting for extended periods of time, walking, standing, bending, reaching, and handling; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Class "D" Oklahoma Driver license; and

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting.

EEO Code: E-02

Group: Fiscal

Series: Financial Management