

CLASS TITLE: BUDGET & PLANNING DIVISION MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction manages a financial division including the City's annual budget, Capital Improvement Plan (CIP) and a comprehensive grants management and development program; and performs other related required duties.

ESSENTIAL TASKS:

- Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring training of staff and policies and procedures followed; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations
- Provides oversight and directs the implementation of internal operations and programs; assists in strategic planning, researching, coordinating, administering and evaluating programs, projects, processes, procedures, systems, standards, and/or services; and ensures compliance with Federal, State, and local laws, regulations, codes and/or standards
- Assists the Finance Director in establishing budgetary policies and procedures
- Reviews and monitors monthly revenue collections and expenditures for legal compliance issues and trend assessment
- Reviews, critiques and edits materials produced by the division staff
- Coordinates grant activities with the City's operating and capital budget and plan
- Represents the division and serves as a liaison to City management, departments, committees, Council, boards, commissions, consultants, authorities and/or other external agencies
- Participates in structuring multiyear capital improvement financing programs
- Manages the production of the annual five-year financial forecast process
- Makes funding recommendations to the Mayor's budget team and City Council to ensure a balanced budget
- Advises boards and authorities regarding budget issues
- 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: Graduation from a accredited college or university with a bachelor's degree in Finance or a related field, and nine (9) years of related experience; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Considerable knowledge of municipal government financing activities, practices and programs; considerable knowledge of state and federal laws and regulations impacting municipal governments; considerable knowledge of financial management, contract administration and budgeting principles; considerable knowledge of management principles, practices and techniques; good knowledge of cost benefit analysis and analytical forecasting techniques; good knowledge of financial information systems and computer capabilities; good knowledge of grant requirements and management; and some knowledge of general accepted accounting principles and government accounting standards board. Ability to plan, direct and supervise the work of subordinates engaged in preparation and administration of grants and the annual operating budget; ability to provide technical assistance in functional areas; ability to communicate and present complex recommendations and reports both verbally and in writing; and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting and carrying up to 10 pounds; may be subject to walking, standing, sitting, reaching, balancing, bending, handling, grasping, repetitive motions and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operators license; and possession of a Certified Public Accountant (CPA) preferred.

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

Class Code: 1074

EEO Code: E-01

Pay Code: EX-56

Group: Fiscal

Series: Financial Management

Effective date: June 26, 2014