

CITY OF MILPITAS  
Established: October 2008  
EEOC: Professional  
FLSA: Exempt  
Unit: Mid-  
Mgmt/Confidential  
Physical: 1

## **BUDGET MANAGER**

### **DEFINITION**

Plans, organizes, directs, and personally performs professional budgeting activities in conformance with the principles and procedure of public finance, budgeting, and budgetary control. Responsible for the development, maintenance, and operation of the City's Annual Budget, Redevelopment Agency Budget, all non-departmental budgets, and for providing financial information and analysis to aid in executive management decision making. Plans, develops, coordinates, and manages the work of assigned staff.

### **DISTINGUISHING CHARACTERISTICS**

The Budget Manager is a single position management classification within the Department of Financial Services and is responsible for the successful planning and implementation of the citywide budget process and related fiscal programs. The Budget Manager is responsible for performing the highest level of complex budget analysis. The incumbent has frequent interaction with staff and leaders of other City Departments, the City Manager, the Mayor and Council, and citizens.

### **SUPERVISION RECEIVED AND EXERCISED**

Reports to and receives direction from the Director of Financial Services.

Exercises direct and indirect supervision over assigned professional, technical, and clerical staff.

### **EXAMPLES OF DUTIES** - Duties may include, but are not limited to, the following:

Plan, organize, direct and coordinate the City's budget processes and prepares the City's budget, the Redevelopment Agency budget, and all non-departmental budgets.

Forecast revenues and expenditures for the City's General Fund and other funds using trend analysis or other appropriate econometric models/software.

CITY OF MILPITAS  
Budget Manager (Continued)

**EXAMPLES OF DUTIES (Cont'd)**

Prepare financial and budgetary materials for City Manager and Council Budget Review Sessions, public hearings and Council meetings; participates in development of financial planning strategies; directs and/or performs compilation of data.

Develop budget policy and formulate recommendations to the Director and assist in the implementation of the budget policy and other Department policies.

Coordinate the integration of budget amendments/transfers in the budget system, revenue and expenditure analysis, and quarterly budget status reports.

Develop procedures to facilitate monitoring revenues, expenditures, encumbrances, and capital projects in compliance with federal, state and municipal ordinances.

Review and approve, within delegated authority limits, request for budgetary changes, travel and training and contractual services by City departments' staff and/or directors during the fiscal year.

Conduct complex budgetary and financially oriented research, studies and reports.

Work with external and internal audit staff in reviewing and analyzing financial records, operational systems and controls.

Work with department heads and their designees to identify and solve budget issues. Assist department and division heads in developing, presenting, and amending their budgets.

Provide cost accounting support in establishment of fees and overhead charges for City services, and coordinate, update and maintain Citywide fee resolution including user fees and development fees.

Direct staff activities related to budget preparation, completion, evaluation and on-going review.

Supervise staff activities related to investment, debt management and risk management.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Governmental accounting and budgeting.
- Investment of public funds; debt management; and financial analysis, including revenue forecasting and long range financial planning.
- Principles and practices of municipal budgeting (operating and capital).

## CITY OF MILPITAS

### Budget Manager (Continued)

- Principles and practices of financial policy development and implementation, revenue forecasting, financial control systems and methodology, laws, rules and regulations that apply to local government fiscal operations, sources of revenue and expenditures typical of local government.
- Research methods and statistical analysis.
- Complex spreadsheets and database applications.
- Preparation and administration of consultants' contracts.
- Business computer user applications, including spreadsheet programs and automated financial management systems.
- General operations, public policy and fiscal complexities of local government.

#### **Ability to:**

- Communicate complex financial information, analyze problems, and prepare effective written and oral reports.
- Demonstrate a high level of proficiency in various PC applications, including integration of the budget and publication software, spreadsheets, databases and presentation software programs.
- Analyze and interpret laws, rules, regulations and departmental policies.
- Prepare accurate accounting and statistical reports.
- Apply the principles and practices of budgeting and financial operations to municipal government.
- Interpret a variety of operating reports and statistical information.
- Exercise sound and independent judgment, conduct independent analyses and make recommendations on difficult and sensitive issues.
- Build constructive relationships by promoting effective partnerships within the Finance Department, with other departments, bargaining units, employees, citizens, and others contacted in the course of work.
- Represent and speak for the department and its work, e.g., presenting, explaining, promoting, defining, and negotiating with those within and outside the department by making clear and convincing oral presentations to individuals and groups, by listening effectively, by clarifying information and by facilitating an open exchange of ideas.
- Prepare and present clear, complete, accurate, concise and logical written and oral reports. Work effectively as a member of the City's collective bargaining team. Work effectively in time-sensitive situations and meet deadlines.
- Coordinate multiple projects and complex tasks simultaneously.
- Develop creative and practical solutions to complex and difficult problems

#### **EDUCATION AND EXPERIENCE**

**Education:** Bachelor's degree from an accredited college or university in Business or Public Administration with specialization in Finance, Accounting or a closely related field. Masters degree and CPA license is highly desirable.

CITY OF MILPITAS  
Budget Manager (Continued)

**Experience:** Five years of increasingly responsible administrative experience in municipal finance, including at least two years of supervisory experience.

**LICENSE OR CERTIFICATE**

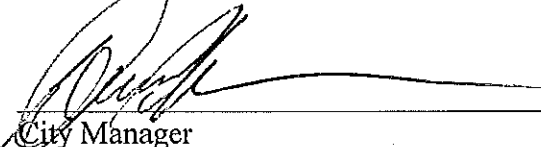
Possession and maintenance of a valid California Driver's License may be required.

**SPECIAL REQUIREMENTS:**

*Essential duties require the following physical abilities and work environment.*

Ability to work in a standard office environment, attend night (evening) meetings, and travel to various locations within and outside the City of Milpitas.

Approved by:

  
\_\_\_\_\_  
City Manager

11/18/08  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Human Resources Director

11/18/08  
\_\_\_\_\_  
Date