

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: DIRECTOR, OFFICE OF MANAGEMENT & BUDGET
DEPARTMENT: FINANCE
REPORTS TO: DEPUTY CITY MANAGER, FINANCE

JOB CODE:
DATE: 8/09

JOB SUMMARY:

Under the general supervision of the Deputy City Manager – Finance Director and in accordance with the City Charter, directs, supports and participates in development and management of the City Operating and Capital Budget. At the department, cross-department and city-wide level directs, recommends, supports or otherwise participates in budgetary, organizational, business process, service delivery system and management reviews and analysis; fiscal, program and policy analysis and development; financial or managerial accounting matters of a high level and significant complexity. Consults upon or manages as directed the implementation of technology, or business process re-engineering projects in the above; conducts research and studies on financial, economic development or managerial projects or programs; coordinates employees, contractors, or others in a team environment, makes recommendations for improvements; directs and assigns duties and projects to the Budget and Management Analyst.

ESSENTIAL JOB FUNCTIONS:

Leads departments in the development of operating and capital budgets and capital improvement program as proposed by the City Manager. This includes: gathering, development and analysis of data for on-going and new program requests and reductions; Council Finance Committee activities and adoption.

Monitors and evaluates on-going department capital and operating budgets, CIP and revenue raising and expenditure controlling activities of departments; budget program measures and achievements, compiles related financial, program and performance reports as necessary; leads in development of Fiscal Monitoring Reports and responding to findings thereof. With the knowledge and assistance of department heads, develops department compensation and benefit budgets.

Participates in Labor Relations as a member of contract negotiations team efforts in primarily analyzing costs of collective bargaining agreements and proposals.

Identifies, consults on, oversees, sets-up or contributes to the application of various technology solutions including Logos Project Accounting in handling projects, program or operating needs.

Manages or advises on CIP or grant accounting set-up within the computer-based accounting system including posting resolutions; pays invoices and assigns funds to appropriate account; assists in grant and project closing activities annually.

Evaluates current and researches best or recommended financial, management or operating practices and policies as they relate to various programs, projects or processes; recommends changes and improvements thereto.

Assesses needs, identifies and develops training programs and tools and documents policies and procedures.

Performs market and operations research (OR) and feasibility analysis, risk analysis, conducts activity-based costing and pricing studies; efficiency studies; develops options and makes recommendations on new or reduced programs, products and services.

Performs both standard and complex financial and data analysis such as ROI, Cost-benefit, NPV, Lease v Buy; regression, forecasting, econometric; prepares financial models including multi-year proformas, fees, charges and rates.

Establishes program, performance, input/output (productivity) and outcomes metrics.

Develops and delivers verbal and written reports and communications to management, employees, City Council, businesses, taxpayers and the public, including public relations announcements. Attends City Council, City Finance Committee and other Council Committees; acts as staff to Committees as assigned.

Leads or participates in cross functional work teams utilizing various team-based techniques to achieve mission, goals or objectives.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer Terminal Telephone Photocopier

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited institution in business or public administration and Master's of Business Administration or Finance or CPA and, five years experience in managing the areas identified above in a governmental agency, preferably in a varied and mid-sized local government including public works, utility, public safety or budgetary/finance agency or any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Principles of business management, financial and managerial accounting and analysis, statistical analysis; Operations Research (OR), business process review and re-engineering, decision analysis and team-based continuous improvement techniques.

Modern methods and techniques utilized in administering a large local government including budgeting procedures and GFOA Recommended Practices.

Familiarity with GAAP for Government and GASB.

Municipal budgeting procedures and multi-funded financing operations.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Applicable state, federal and local laws, rules and regulations.

Methods and techniques of research, statistical analysis and report presentation.

Computer applications related to the work.

Governmental accounting.

Skill in:

Applying accounting, business management, market and operations research, statistical analysis, managerial and Financial management accounting business support systems. Using tact, discretion, initiative, and independent judgment within established guidelines. Working in a team environment.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignment with minimal direction.

Utilizing computer based ERP, financial and decision support systems, MS Office productivity and web-based application tools and techniques.

Technical financial, budgetary, statistical mathematical principles and practices.

Analytical and problems solving abilities.

Supervising and directing the work of others.

Planning, organizing, and directing the work activities of a unit.

Mental and Physical Abilities to:

Execute the responsibilities of the position.

Communicate clearly, concisely and effectively, both orally and in writing.

Deal courteously and diplomatically with city management and council, employees, and the general public.

Establish and maintain effective working relationship with officials in local, state, and federal government and in the private sector.

Independently assimilate facts and draw sound conclusions.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, or stooping.

Occasionally lift light objects.

Use tools or equipment requiring a high degree of dexterity.

Working Conditions:

Work is performed in an office.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.