

CLASS TITLE: BUDGET OPERATIONS AND SYSTEMS SECTION MANAGER

PURPOSE OF THE CLASSIFICATION: Under general direction manages Budget systems and provides supervision in the development, analysis and management of the City budget and performs other related assigned duties.

ESSENTIAL TASKS:

- Supervises, reviews, analyzes and manages departmental budget requests, collections and expenditures
- Proposes written recommendations as to the adequacy of departmental budgets
- Monitors monthly revenue collection and expenditure reports to ensure adopted budgets are being implemented
- Coordinates and monitors the allocation of adopted funds
- Prepares and oversees the publishing of an operating budget outlining the City's program for the coming fiscal year
- Prepares and reviews annual salary projections
- Manages surveys and makes recommendations regarding administrative, fiscal, budgetary and systems procedures
- Prepares, monitors and manages the section's budget, staffing and work assignments
- Prepares and/or proofs and reviews various reports/documents for accuracy and/or to ensure compliance with Oklahoma Municipal Budget Act
- Prepares year-end budget transfers and amendments to ensure balanced budget
- Advises department directors and/or staffs regarding expenditure policies
- Serves on various committees
- 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 an accredited college or university with a bachelor's degree in business or public administration, economics, or accounting, and six (6) years of experience in governmental budgeting and financial administration, supervision and management; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of the principles and practices of budgeting and related systems, governmental accounting, finance and public administration; comprehensive knowledge of the principles and practices of management and administration; considerable knowledge of federal, state and local government financing programs; and good knowledge of research techniques. 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; and the ability to understand and influence the behavior of others within the organization, customers or the public in order to achieve job objectives and cause action or understanding.

Physical Requirements: Physical requirements include arm and hand dexterity enough to use a keyboard, 10-key and telephone; lifting, carrying, pushing and pulling up to 50 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: None required.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and subject to extra hours during the months of November through April.

Class Code: 1071

EEO Code: E-02

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Pay Code: EX-48

Group: Fiscal

Series: Financial Management

Effective date: November 13, 2003