



City of Tempe

MUNICIPAL BUDGET DIRECTOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	478	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Budget	<i>Salary / Hourly Minimum:</i>	\$109,576
<i>Supervision Level:</i>	Director	<i>Salary / Hourly Maximum:</i>	\$147,927
<i>Employee Group:</i>	SMT	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified	<i>Market Group:</i>	Deputy City Manager
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Officials and Administrators

DISTINGUISHING CHARACTERISTICS

The Municipal Budget Director is responsible for planning and overseeing staff resources within the sections; administering the budget for the sections; handling complex administrative duties; and managing all aspects of work product. The Municipal Budget Director oversees the Budget Office to carry out the strategic vision of the Deputy City Manager – Chief Financial Officer.

REPORTING RELATIONSHIPS

Receives general direction from the Deputy City Manager – Chief Financial Officer or from other supervisory or management staff.

Exercises direct supervision over professional, supervisory, technical and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Four years of increasingly responsible experience in financial and accounting administration, including two years of supervisory / administrative responsibility.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, public administration or a degree related to the core functions of this position.
<i>License / Certification:</i>	None

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To plan, direct and review the activities and operation of the Budget Office.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Administer, plan, and direct the activities of the Budget Office.
- Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Prepare the office's budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Recommend goals and objectives; assist in the development of policies and procedures; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications.
- Prepare public presentations as requested; represent the Municipal Budget Office at City Council meetings, meetings with other City departments and outside agencies.
- Direct, oversee and participate in the development of the office's work plan; assign work activities, projects and programs; ensure conformance of program operations to standards and regulations; monitor work flow; implement policies and procedures; review and evaluate work products, methods and procedures.
- Compile a variety of financial or statistical reports and other necessary correspondence.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in a stationary position for considerable periods of time;
- Operate computers, calculators and other office machines using repetitive hand/eye movement;
- Considerable reading and close vision work;
- May require working extended hours.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
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Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<i>Effective April 2016</i>