



CITY OF SAINT PAUL
Revision Date: June 2, 2011

Budget Manager EG 17; Grade 28

Class Code:

SALARY RANGE

\$38.47 - \$52.32 Hourly
\$3,077.49 - \$4,185.93 Biweekly
\$6,667.90 - \$9,069.52 Monthly
\$80,014.74 - \$108,834.18 Annually

GENERAL DUTY STATEMENT:

Performs expert-level professional fiscal management and supervisory work analyzing budget submissions and procedures to assure their compliance with standard, accepted practices. Recommends new procedures that improve the operation of the City's budget practices. Acts as budget section manager, providing input to Financial Services long term finance strategies. Monitors financial resources and assets. Provides direction to Budget staff regarding assignments and work products. Manages the central budget development and preparations such as establishing the budget work plan, initializing tracking procedures and setting up monitoring measures. Provides City officials with information on the effect of proposed legislation on City financial programs. Performs other related duties and responsibilities as required.

SUPERVISION RECEIVED:

Works under the general and/or administrative supervision and direction of a manager or a department director.

SUPERVISION EXERCISED:

Exercises technical, general, and/or administrative supervision over assigned staff.

COMPETENCIES (NOT LISTED IN ORDER OF IMPORTANCE):

1. Demonstrates an expert understanding of the full range of modern principles and practices of large scale governmental accounting and public financial administration. Applies this understanding to budget preparations and to effectively identify and resolve the most complex problems associated with the work.
2. Demonstrates an expert understanding of the current laws, rules, regulations, administrative policies, and procedures relating to City budget practices. Demonstrates an expert understanding of the full range of methods of research and analysis including statistics. Applies this understanding to provide consistent, excellent budget management and resolve complex issues and problems associated with the work.
3. Demonstrates an expert understanding of how to apply technological advances to work applications and lead others in applying same. Demonstrates an expert understanding of job-required software applications, the internet, and department-specific procedures, and utilizes these tools in completing daily assignments.

4. Demonstrates an expert ability to identify the most complex risk and liability issues, resolve issues encountered, advise others on minimizing risk, and confer with senior management as appropriate.

PROJECT AND PROGRAM MANAGEMENT, PRIORITIZATION, PLANNING, AND FINANCES

5. Demonstrates an expert understanding of the priorities, goals, and objectives of the Office of Financial Services. Demonstrates an expert understanding of the operations, mission and vision, applying this understanding to OFS goals and objectives.
6. Demonstrates an advanced ability to plan and manage multiple and simultaneous fiscal management projects that have the highest level of Citywide and community impact. Demonstrates an expert ability to resolve the most complex problems associated with the work. Demonstrates an ability to coach others in problem-solving and decision-making processes.
7. Demonstrates an expert ability to gather, analyze, and organize information, conduct comparative analyses, make recommendations supported by identified facts, and present clear recommendations to management. Demonstrates this ability by negotiating and meeting deadlines, defining, measuring and evaluating results.
8. Demonstrates an ability to meet deadlines, define, measure, and evaluate results, and appropriately prioritize and set deadlines for other's work.

COMMUNICATION

9. Demonstrates an expert ability to listen, speak, write, interact and present at the highest level of effectiveness with elected officials, department management, representatives of the public and private organizations, and the general public.
10. Demonstrates ability to produce effective and readable reports and other correspondence that can be easily understood by the reader.
11. Demonstrates an expert ability to establish and maintain effective relationships with government officials, city agencies, news media, elected officials and other public and private agencies. Demonstrates an advanced ability to resolve differences among competing points of view and develop commitment to mutually acceptable goals. Demonstrates an understanding of and respect for the diversity of customers and co-workers.

TEAM WORK, MANAGEMENT, AND LEADERSHIP

12. Demonstrates an ability to support the efforts of the team by consistently modeling a positive, proactive work ethic, being motivated, showing initiative, and asking for or offering assistance to team members.
13. Demonstrates effective leadership by providing appropriate work direction, promoting the mission and vision of the department and City, reinforcing desired work behaviors and encouraging the creation of a positive work environment. Demonstrates an ability to transfer expert knowledge to others and positively influence managers, supervisors, and employees. Demonstrates the ability to facilitate the group problem-solving process, recognize positive results, manage conflict, and negotiate satisfactory outcomes.

14. Demonstrates an ability to establish and maintain a positive working relationship with administration, other managers, and unit employees, maintaining two-way communications, producing consistent results, advocating for the unit when appropriate, and offering expertise to improve processes, systems, and the organization.

CUSTOMER SERVICE

15. Demonstrates a commitment to Financial Services customer service standards, sets the service standard, and identifies improvements.
16. Demonstrates an expert ability to identify and anticipate customer service needs and to appropriately respond to the most complex and difficult customer issues. Demonstrates an ability to coordinate complex customer requests involving individuals or groups.

REQUIREMENTS:

A Bachelor's Degree in Public Administration, Finance, Business Administration, Economics or a closely related field and three years of experience as a Senior Budget Analyst or equivalent.

A Master's Degree in Business Administration, Public Administration, Economics, or a related field may be substituted for two years of related experience. No substitution for education.