



## **Budget Manager**

### **Definition**

Under general direction of the Director of Administrative Services, the Budget Manager plans, manages, organizes, directs, supervises, and personally performs professional budgeting activities in accordance with the principles and procedures of public finance, budgeting, and budget control. This position is responsible for the development, maintenance, and operation of the City's Annual Budget and quarterly financial reporting, various 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; provides highly complex and responsible support to the Director of Administrative Services in areas of expertise; and performs related work as required.

### **Class Characteristics**

This is a management classification with full responsibility to perform complex professional level tasks related to budgeting and budget activities. This position has responsibility for design, maintenance, and oversight of the City budget system and planning software. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and is responsible for providing professional-level support to the Director of Administrative Services in a variety of areas. Successful performance of the work requires an extensive professional background as well as skill in coordinating departmental work. This class is further distinguished from the Director of Administrative Services in that the latter has overall responsibility for all functions of the Department and for developing, implementing, and interpreting public policy.

### **Supervision Received and Exercised**

Receives general direction from the Director of Administrative Services. May exercise direct and general supervision over professional, technical, and administrative support staff.

### **Typical Job Functions**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Plan, organize, direct and coordinate the City's budget processes and prepare the City's budget and various non-departmental budgets.

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

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

Direct staff activities related to budget preparation, completion, evaluation, and ongoing review.

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

Develops and standardizes procedures and methods to improve and continuously monitor the efficiency and effectiveness of assigned programs, service delivery methods, and procedures; assesses and monitors workload, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement and makes recommendations to the Director of Administrative Services.

Participates in the selection of, trains, motivates, and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the Director of Administrative Services.

Provides highly complex staff assistance to the Director of Administrative Services; develops and reviews staff reports and other necessary correspondence related to assigned activities and services; presents reports to Council, various commissions, and committees.

Performs other duties as assigned.

### **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).

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.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

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 Division, 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 in time-sensitive situations and meet deadlines.

Coordinate multiple projects and complex tasks simultaneously.

Develop creative and practical solutions to complex and difficult problems.

Plan, organize, assign, review, and evaluate the work of staff; train staff in work procedures.

Interpret, apply, explain, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

Use English effectively to communicate in person, over the telephone, and in writing.

Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience**

*Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to graduation from an accredited four-year college or university with major coursework in accounting, finance, business or public administration, or a related field and five (5) years of management and/or administrative budgeting, accounting or related finance field experience, including at least two years of experience with local government including budget responsibilities. Possession of a Master's degree in Public/Business Administration degree is highly desirable.

### **Licenses and Certifications**

May need to possess a valid California's Driver's License.

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

### **Environmental Elements**

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances.

### **Working Conditions**

May be required to attend Commission, Committee, and Council meetings outside of regular work hours.

FLSA: Exempt  
Est. 5/2022



## Purchasing Manager

### Definition

Under general direction of the Director of Administrative Services, the Purchasing Manager administers the City's hybrid purchase of goods and services, including the formal and informal bid processes, and is responsible for developing policies and procedures in compliance with federal, state, and municipal code requirements. Hybrid, refers to this position being the central position for policy, procedures and compliance but the City departments being responsible for day-to-day purchases and inventory management. This position serves as the principal public purchasing official for the City and is responsible for the procurement of supplies, equipment, and services in accordance with applicable laws, ordinances, rules and regulations.

### Class Characteristics

This is a management classification with full responsibility to perform complex professional level tasks related to centralized purchasing activities including the purchase of materials, supplies and services; developing specifications for goods and services, requests for bids and proposals and contract administration. This class is distinguished from the Director of Administrative Services in that the latter has overall responsibility for all functions of the Department and for developing, implementing, and interpreting public policy.

### Supervision Received and Exercised

Receives general direction from the Director of Administrative Services. Exercises direct and general supervision over professional, technical, and administrative support staff.

### Typical Job Functions

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Oversee all phases of procurement of City goods, services and consultants including but not limited to: the development of bid or proposal solicitation documents; identification of potential bidders; legal advertising; bid and proposal evaluation; selection of best value suppliers, contractors and consultants; contract development and execution; problem resolution; and maintenance of procurement records.

Research market sources and vendors to locate and ensure the most cost effective and competitive pricing for the purchase of supplies and services.

Review purchase requisitions, purchase orders and contracts to ensure compliance with applicable laws, policies and procedures; ensure that all procurement requirements are fulfilled to preclude bid protests and other legal challenges and litigation.

Prepare and present reports on purchasing and other issues.

Collect and analyze data for program and policy development; develop and implement long range and strategic plans for programs.

Develop and provide appropriate systems, policies, and procedures for soliciting quotations, bids and proposals, contract administration, and inventory stores management.

Develop procedures and participate directly in the evaluation and awarding of bids for supplies, equipment and services in accordance with City requirements.

Administer the environmentally preferred purchasing policy.

Provide City staff with guidance and assistance regarding purchasing procedures and requirements.

Maintain contact with a wide variety of vendors, as required by department and project purchasing needs; network with contractors; assist in the development of technical specifications; ensure that goods and services delivered meet the requirements that were agreed on by contract; negotiate with vendors and ensure that the City obtains quality products and services.

Initiate and direct processing of purchasing requisitions, purchase orders and certain contracts in response to requests from City departments and projects; approve and sign purchase orders and contracts; administer the Purchasing Card Program.

Prepare purchasing division budget and monitor expenditures.

May supervise professional, technical and administrative support staff.

Performs other duties as assigned.

### **Qualifications**

#### **Knowledge of:**

Principles and practices of procurement management, surplus property disposal, program development and budgeting.

Laws, rules and regulations that apply to local government fiscal and public purchasing operations.

Ethical business practices and sound fiduciary principles in the management of public funds.

Risks associated with various types of procurement.

Principles and practices of budgeting (operating and capital), contracting, accounting, and statistics as they relate to purchasing activities.

Purchasing techniques, computerized inventory control, and materials management systems.

Principles of management, supervision, training and performance evaluation.

Research methods and statistical analysis.

Complex spreadsheets and database applications.

Preparation and administration of contracts and fiscal planning.

Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

**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 to ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.

Prepare accurate accounting and statistical reports.

Research and prepare highly complex specifications, solicitations and contract documents.

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.

communicate effectively orally and in writing, including the ability to convey complex and technical subjects in a clear, concise and positive manner.

Work effectively in time-sensitive situations and meet deadlines.

Supervise, assign, review, and evaluate the work of staff; train staff in work procedures.

Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience**

*Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required qualifications would be:*



A Bachelor's Degree from an accredited college in economics, accounting, finance, business administration, public administration, materials management or closely related field; and five (5) years of increasingly responsible management experience with responsibilities for purchasing and contract management functions, or other closely related field. A Master's degree in a closely related field is desirable. Experience in the public sector is desirable.

### **Licenses and Certifications**

May need to possess a valid California's Driver's License. Certified Public Purchasing Officer (CPPO), Certified Purchasing Manager (C.P.M.) or equivalent is desirable.

### **Physical Demands**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information.

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### **Working Conditions**

May be required to attend Commission/Committee meetings outside of regular work hours.

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