

CITY OF SAN JOSE
BUDGET DIRECTOR (U) (1656)

CLASS PURPOSE

Under direction, an employee in this class performs technical and administrative work of considerable difficulty in planning, coordinating, developing, and monitoring the operating budget and capital improvement program for the City of San Jose. Performs related work as required.

TYPICAL DUTIES AND RESULTS (Any one position may not include all the duties listed, nor do the examples cover all the duties which may be performed.)

Assigns, trains, supervises and evaluates staff and their work.

Guides and controls the compilation of the operating and capital budgets under the direction of the City Manager or his deputy.

Reviews and proposes modification of existing standards, procedures and policies governing budget preparation.

Counsels and advises operating departments in the preparation of their budgets.

Supervises the compilation and production of the City-wide budget.

Participates in administrative review of proposed departmental budgets.

Assists in presenting the proposed budget to the City Council and to community groups.

Ensures the proper recording of legislative budget determinations.

Ensures that the final budget is completed as approved by the City Council, and ensures that all departments are fully informed of the final budget.

Supervises the maintenance and use of budgetary controls following enactment of the budget.

Ensures proper maintenance of appropriation ordinance, supervises and performs surveys and analyses of revenues and expenditures and oversees development and maintenance of economic forecasting model.

Supervises and participates in the preparation of the Five Year Capital Improvement Program to include reviewing revenue and expense estimates prepared by departments, rationalizing proposed programs in terms of City priorities and existing commitments; and coordinating cross-departmental projects.

Evaluates proposals and recommends disposition of requests and proposals.

Evaluates or supervises the evaluation of departmental activities and work programs, work load indications, budget trends, and related elements and recommends appropriate actions.

Maintains effective working relationships with other City departments, County offices, State and Federal agencies involved in the activities of this City, and is responsible for legislative review of those items which have budgetary or capital improvement impact.

Monitors departmental expenditures and indicates appropriate action.

Provides for the overall management of the Office of Management and Budget.

Reviews, and directs the improvement and development of essential automated budget systems.

Typical End Results Include: Maintaining an efficient City wide budgetary system, a competent motivated budget staff, the establishment and enforcement of budgetary policies and procedures; the generation of budget records, reports, analyses, and studies.

DISTINGUISHING CHARACTERISTICS

This is a single position class in the City Manager's Office. Work is performed with a high degree of independence. This class differs from that of Senior Analyst in that an incumbent of the latter leads a smaller group of professional staff and is not responsible for the budget supervision function on a City-wide basis. This class differs from lateral administrative classes in that this class requires specialized expertise in budget-related matters.

QUALIFICATIONS

Minimum Knowledges, Skills and Abilities

- Knowledge of the theory, principles and practices of governmental budgeting and accounting, and financial management.

- Knowledge of economic analysis and forecasting techniques.

- Knowledge of methods and techniques of public financing.

- Ability to plan, coordinate, develop, and monitor the budget for the City of San Jose, including both operating and capital programs.

- Ability to process complex budget requests and recommend appropriate courses of action.

- Ability to perform administrative surveys and analyses.

- Ability to plan, organize and administer a comprehensive fiscal program.

- Ability to evaluate proposals, budget trends, department requests, and Council policy in order to prepare and present the operating budget.

- Ability to speak and write effectively.

- Ability to establish and maintain effective working relationships with all City departments.

- Ability to motivate staff to generate budget-related reports, analyses, and special studies.

- Ability to supervise and evaluate staff.

TRAINING AND EXPERIENCE

Any combination of training and experience equivalent to graduation from an accredited college or university with advanced undergraduate course work in economics, public or business administration, or related field, and five (5) years of increasingly responsible professional analytical staff experience including at least two (2) years of experience in developing, analyzing and administering complex budgets.

License/Certificates

Possession of a valid California driver's license may be required.

(Formerly Budget Coordinator (U))

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