

Albany Parking Authority

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TO: All City of Albany Departments & Divisions
SUBJECT: Notice of Job Opening –**Budget Director**

The **Albany Parking Authority (APA)** has one (1) vacancy for **Budget Director**.
The rate will be **\$84,000 to \$90,000** annual commensurate with experience at 40 hours per week

Applicants must meet the requirements as outlined in the attached job description.

Anyone who is interested in applying for the position will need to visit the City of Albany Civil Service Employment Portal to apply online. <http://jobs.albanyny.gov>.

Section 62-1 of Chapter 62 of the Code of the City of Albany (Residency Requirement) is not a requirement for the position.

The APA is an Equal Opportunity Employer

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Assistant Secretary/Treasurer

BUDGET DIRECTOR
(Albany Parking Authority)

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position reports directly to the Executive Director of the Albany Parking Authority and is responsible for budget preparation involving responsibility for the financial analysis and compilation of the entire operating budget. The position's responsibilities will include budget projections, presentations, estimates, requests and justifications, monitoring of expenditures and receipts, and the effecting of an efficient and economical budgeting operation.

EXAMPLES OF WORK: (Illustrative only)

- Prepares annual budget and budget projections and oversees the publication and distribution of the approved budget;
- Prepares budget presentations for monthly board meetings;
- Manages, directs and oversees the work of budget, administrative and accounting staff;
- Works with other departments to maintain expenditures and finalize budget;
- Assembles budget data and prepares analysis for review by management, including cost trends and salary projections;
- Manages investment portfolio;
- Conducts cost-benefit analysis to determine short-term and long-term impacts of financial decisions;
- Makes recommendations for effective and efficient utilization of available resources;
- Attends meetings to provide data and justifications for the proposed data;
- Monitors spending throughout the year, analyzing trends, insuring the agency remains within their budget allocations and makes recommendations for effective utilization of available resources;
- Seeks and applies for grants and other funding opportunities, and tracks spending and reimbursements for monies awarded;
- Provides department heads, upon approval of the budget, with the facts and figures regarding their department allocations and insures their awareness of appropriations and limitations;
- Monitors revenues to determine any variance from budget estimates;
- Approves purchase request and orders;
- Assists with preparing documents for annual audits;
- Establishes and maintains reports on revenue, claims, accounts payable and receivable, general operation, and other related accounts;
- Advises management when overspending or revenue decreases may occur;
- Enters and retrieves information in an automated information system;
- Performs related work as required.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Ability to manage and oversee accounting staff and procedures;
- Comprehensive knowledge of budgetary practices and preparation;
- Comprehensive knowledge of agency organization, function and operation;

- Thorough knowledge of cost estimating and revenue projection;
- Thorough knowledge of statistics and financial analysis;
- Working knowledge of mathematics;
- Ability to establish and maintain amicable relationships with persons from a variety of fields and divergent backgrounds;
- Ability to gather, analyze, summarize fiscal data and information;
- Ability to develop new operating procedures, organizational structures and fiscal policies;
- Ability to present data, reports and recommendations clearly and concisely in written and oral form;
- Ability to apply guidelines, procedures and policies governing the budget preparation process;
- Resourcefulness;
- Tact;
- Patience;
- Initiative;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Master’s Degree and two (2) year full-time paid experience in economics, finance, public budgeting, public administration or a related field; OR
- B. Graduation from a regionally accredited or New York State registered college or university or one accredited by the NYS Board of Regents to grant degrees with a Bachelor’s Degree and three (3) years full-time paid experience in economics, finance, public budgeting, public administration or a related field; OR
- C. An equivalent combination of training and experience as defined by the limits of (a) through (b) above.