

BUDGET DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative position in the field of budget preparation involving responsibility for the analysis and compilation of the entire operating budget and its interpretation to departments, and for specific phases of the budget preparation, revision and control of departmental expenditures in accordance with the approved budget. The position's responsibilities will include review of budget estimates, requests and justifications, program and project budgets, monitoring of expenditures and receipts, and the effecting of an efficient and economical budgeting operation. General direction is received from the Commissioner of Administrative Services. Does related work as required.

EXAMPLES OF WORK: (Illustrative only)

- Prepares forms and instructions for use by department heads in submitting yearly budget requests or revisions;
- Reviews departmental budget requests to identify areas requiring further justification or explanation;
- Studies submitted budget material and discusses material with department heads to verify needs and makes necessary adjustments as required;
- Works with the Commissioner of Administrative Services to maintain expenditures and finalize budget;
- Assembles budget data and prepares analysis for review by the Commissioner of Administrative Services, including vacancies, cost trends and salary projections;
- Makes recommendations to the Commissioner of Administrative Services for effective and efficient utilization of available resources;
- Prepares and reviews with concerned department heads estimated revenues, state and Federal aid resources and estimated receipts for the forthcoming fiscal year;
- Prepares the final budget resolution for the Board of Estimate and Apportionment approval and submission to the Common Council for final approval;
- Attends meetings of the Budget Committee of the Common Council to provide data and justifications for the proposed data;
- Attends public hearings with the purpose of answering questions and explaining the needs, reasons and impacts relative to the proposed budget;
- 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;
- Oversees the publication and distribution of the approved budget;
- Monitors spending of the various departments throughout the year, analyzing trends and insuring that departments remain within their budget allocations;
- Monitors revenues of the city to determine any variance from budget estimates;
- Advises the Commissioner of Administrative Services when overspending or revenue decreases may occur;
- Closely monitors last quarter spending to insure that departments remain within their allocations or realize a decrease in spending;
- Prepares resolutions of the Board of Estimate and Apportionment to authorize transfers of funds within or between departments;
- Performs various additional functions as assigned and directed by the Commissioner of Administrative Services.

REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of municipal budgetary practices and preparation;
- Comprehensive knowledge of City government 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 amiable relationships with persons from a variety of fields and divergent backgrounds;
- Ability to gather, analyze and summarize fiscal data and information;
- Ability to develop new operating procedures, organizational structures and fiscal policies;
- Ability to evaluate procedures, organizational structures and fiscal policy effectiveness, and to identify fiscal problems and recommend solutions;
- 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 Masters Degree in Finance, Public Administration or a related field and two (2) years of finance management, public administration, or budgetary policy development; **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 in Finance, Public Administration or a related field and three (3) years of finance management, public administration, or budgetary policy development; **OR**
- C. 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 Associates Degree in Finance, Public Administration or a related field and five (5) years of finance management, public administration, or budgetary policy development; **OR**
- D. An equivalent combination of training and experience as defined by the limits of A through C.