



Title: Director, Office Management and Budget

FLSA Status: Exempt

BRIEF DESCRIPTION:

The purpose of this position is to direct and oversee the District's annual operating and capital budget process, monitor and report monthly on District's financial performance, administer grants for the District, and supervise personnel. This is accomplished by planning and implementing the annual budget preparation process, performing analyses and forecasts, addressing District policy and procedure issues applicable to budget preparation, meeting with executive staff to review budgetary requests, maintaining the budget system database, presenting budget information, compiling all budgetary information into a report, preparing and writing issue papers and financial reports, interacting with external agencies, monitoring grant funding opportunities, and directing and supervising the work of two departmental units.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	S	Directs and oversees District budget process by planning and implementing the annual budget preparation process, performing analyses and forecasts, addressing District policy and procedure issues applicable to budget preparation, contacting internal and external sources for data needed to develop budget, meeting with departmental executives, using and maintaining the budget system database, providing data and input for short-range and long-range financial planning models, presenting budget information, writing and compiling budget reports, and working with the capital projects committees to prepare budgets by project.	50%
2	S	Provides direction and oversight for the District's grants management unit by interacting with external agencies responsible for allocating grants and monies to the District, monitoring grant funding opportunities and application deadlines, ensuring reporting to funding agencies is completed on time, and recommending the reprogramming of grant funding.	20%
3	S	Monitors and reports District's financial and operational performance by directing staff in monthly preparation of statistical reports, editing and reviewing draft reports, working with analysts to identify and research variances, and tracking all budget transfers for reporting to management and Board.	15%



4	S	Provides direction and oversight for two units including meeting weekly with staff, communicating responses or requests by e-mail, phone, or formal letter, hiring, coaching, training, and evaluating staff, attending meetings with other departments or divisions, preparing ad hoc analysis and reports, and attending meetings with federal, state, and local external agencies.	15%
---	---	---	-----

JOB REQUIREMENTS:

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four (4) years of an accredited college or university resulting in a Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or a closely related field. Additional directly related experience beyond the minimum requirement may substitute for the required education based on the ratio of one and a half (1.5) years of experience for each (1) year of education.
Experience	A minimum of seven (7) years of experience in public sector accounting, budget or finance, including three (3) years of supervisory experience.
Supervision	Work involves problem solving and mediating highly conflicting, unexpected and unusual problems involving multiple groups. Applies broad management responsibility for a large program or set of related functions. Provides direct and indirect supervision to lower level personnel.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction.
Freedom to Act	The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Budget Responsibility	Position has district-wide fiscal responsibility. Assures that appropriate linkages exist between district-wide budget, funding limitations and services levels, to meet specific departmental and organizational goals. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them. Prepares city financial statements and budget reports.



Reading	Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Math	Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Writing	Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study.
Certification & Other Requirements	

KNOWLEDGE
<ul style="list-style-type: none"> • Laws, ordinances, rules, regulations and codes applicable. • Financial forecasting and performance monitoring capabilities. • District policies, procedures and functions, and the laws, ordinances, rules, regulations and codes applicable to the functional areas assigned. • Generally Accepted Accounting Principles (GAAP), GAAS and Governmental Accounting Practices. • Theories, principles, and practices of business and public finance. • Economic, financial, and accounting principles and practices. • Federal, state, and local financial regulations, rules, and guidelines as it relates to public agencies. • Grant development and management principles. • General business and financial principles and practices. • Operations and services of a public agency. • Principles and practices of staff supervision, training, and performance evaluation. • Financial forecasting and performance monitoring. • Specialized reporting requirements. • General management and leadership principles and practices

SKILLS
<ul style="list-style-type: none"> • Advanced word processing, spreadsheet, presentation and database software. • Specialized software related to functional area.



ABILITIES

- Gather, assemble, analyze and evaluate financial information, and make strategic analyses and financial projections.
- Interpret and apply laws, rules and regulations impacting the District's finances.
- Analyze and resolve a variety of complex financial, administrative, and operational issues.
- Manage multiple priorities effectively
- Effectively meet multiple, fixed deadlines
- Develop complex reports and analyses using database and other tools.
- Work under time constraints due to cyclical nature of duties and responsibilities.
- Think critically and solve problems.
- Communicate effectively, both orally and in writing.

- Establish and maintain cooperative working relationships.
- Prepare highly complex financial, business, and technical reports.
- Document and maintain comprehensive records and reports for the District.
- Supervise, lead, and direct the work of assigned staff.
- Learn District policies, procedures and functions.



OVERALL PHYSICAL STRENGTH DEMANDS:

-Physical strength for this position is indicated below with "X"-

Sedentary	Light	Medium	Heavy	Very Heavy
X				
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	Making presentations; observing work duties; communicating with co-workers
Sitting	C	Desk work; meetings
Walking	O	To other departments/offices; around work site
Lifting	O	Supplies; files
Carrying	O	Supplies; files
Pushing/Pulling	O	File drawers
Reaching	C	For supplies; for files
Handling	C	Paperwork
Fine Dexterity	C	Computer keyboard; telephone keypad; calculator
Kneeling	R	Filing in lower drawers; retrieving items from lower shelves/ground
Crouching	O	Filing in lower drawers; retrieving items from lower shelves/ground
Crawling	N	
Bending	O	Filing in lower drawers; retrieving items from lower shelves/ground
Twisting	R	From computer to telephone
Climbing	O	Stairs; step stools
Balancing	R	On step stools
Vision	C	Reading; computer screen; observing work site
Hearing	C	Communicating via telephone/radio; to co-workers/public
Talking	C	Communicating via telephone/radio; to co-workers/public
Foot Controls	N	
Other (specified if applicable)		

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computer and associated hardware and software.



ENVIRONMENTAL FACTORS:

C Continuously	F Frequently	O Occasionally	R Rarely	N Never
--------------------------	------------------------	--------------------------	--------------------	-------------------

D Daily	W Several Times Per Week	M Several Times Per Month	S Seasonally	N Never
-------------------	--	---	------------------------	-------------------

-Health and Safety Factors-	
Mechanical Hazards	N
Chemical Hazards	N
Electrical Hazards	N
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

NON-PHYSICAL DEMANDS:

F Frequently From 1/3 to 2/3 of the time	O Occasionally Up to 1/3 of the time	R Rarely Less than 1 hour per week	N Never Never occurs
---	---	---	-----------------------------------

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	F
Emergency Situation	N
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	O
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.