

BUDGET AND PROGRAM EVALUATION MANAGER

CLASS DESCRIPTION

General Responsibilities:

This is highly responsible professional, administrative, and managerial work directing the budget and program evaluation functions of the City Finance Department. The work focuses on overseeing the development, coordination and implementation of the City's annual operating and capital budget process; supervising program evaluations and serving as secretary to the Board of Estimates. Under the general direction of the City Finance Director, this position requires considerable professional expertise, independent judgment and discretion in the achievement of program objectives.

Examples of Duties and Responsibilities:

Provide leadership, policy direction and expert advice to professional and technical staff in the functional areas of municipal budget development and program evaluation. Assign and monitor the work of employees with the participation of senior staff. Identify and recommend operating changes to improve the effectiveness and coordination of budget functions and operations and evaluate the effectiveness of City programs. Meet with staff relative to the resolution of operational issues. Develop and maintain a system of employee involvement and feedback. Participate in and/or oversee the hiring, training, evaluation and discipline of assigned professional and technical staff.

Oversee the development of the City's capital and operating budget systems. Maintain knowledge of current governmental budgeting practices and make recommendations to incorporate improvements into the City's systems.

Implement the annual capital and operating budget process, directing staff in the timely analysis of agency requests, preparation of cost and revenue estimates, development of budget narrative and production of annual budget documents. Analyze and interpret financial and other data necessary for inclusion in budget documents. Determine the budgetary impact of legislative actions.

Act as a liaison between agency management and the Finance Department for issues pertaining to fiscal note development, special reporting, budget conformance, and other administrative issues.

Serve as budget analyst for specific agencies. Analyze budget requests and projections and make recommendations to the Finance Director, Mayor and Common Council.

In consultation with the Finance Director, or as requested by the Mayor and/or Board of Estimates, develop and monitor an annual workplan for the evaluation of various City programs to ensure that required benchmarks for success are met. When necessary, provide assistance to program coordinators in implementation of corrective action or the development of updated benchmarks to meet changing expectations.

Direct subordinate staff and provide evaluation of City programs. Schedule the performance and completion of assignments, review progress of field work, prepare reports and present evaluation findings.

Serve on and/or lead interdepartmental staff teams addressing complex city-wide policy issues. Analyze and interpret data necessary to develop recommendations. Provide guidance to subordinate staff in conducting studies.

Write comprehensive reports and present results to the Board of Estimates, Common Council and other City boards and commissions and citizens.

Serve as Secretary to the Board of Estimates. Coordinate and oversee preparation of the agenda and minutes for all regular and special meetings. Coordinate legislative and budgetary issues brought before the Board. Serve as a resource person for City staff and citizens regarding the legislative process for enacting resolutions and ordinances which require Board of Estimates action.

Represent the Finance Director before the Common Council on various boards, commissions and the public.

Perform related work as required.

QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of budgeting and program/systems evaluation principles and procedures. Understanding and knowledge of professional accounting theory, principles and practices to include generally accepted accounting principles and practices. Understanding of relevant computerized financial information systems; performance measurement methods, principles of public administration as well as supervisory principles and labor relations and personnel management. Thorough knowledge of public administration principles. Thorough knowledge of various financial analytic techniques. Thorough knowledge of and ability to use computer software applicable to the duties of the position. Working knowledge of the full range of supervisory principles and practices, labor relations and personnel management. Ability to plan, manage, coordinate and evaluate the work of a large and diverse professional staff and supervisory personnel. Ability to hire, train, assign, evaluate and discipline employees. Ability to supervise and review the work of lower-level professional, paraprofessional and technical staff. Ability to evaluate budgeting and program evaluation policies and procedures and effectively implement improvements. Ability to use, understand, evaluate, and train employees on complex financial software. Ability to perform complex budgeting and program evaluation analyses and to prepare effective narrative, financial and statistical reports. Skill in gathering, reviewing, and analyzing complex budgetary and program information. Ability to conduct interviews and solicit pertinent information. Ability to communicate effectively both orally and in writing. Ability to maintain effective working relationships with co-workers, subordinates, other City employees, and the public. Ability to maintain adequate attendance.

Training and Experience:

Generally, positions in this classification will require:

Five years of advanced-level experience in budgeting and program evaluation and review, including at least three years involving the supervision of professional and technical staff. Such experience will normally be gained after graduation from an accredited four-year college with a major in accounting, finance, public administration or a related field, supplemented by a professional certification and/or advanced level study. Other combinations of training and/or experience which can be demonstrated to result in the possession of the knowledge, skills and abilities necessary to perform the duties of this position will also be considered.

Specific training and experience requirements will be established at the time of recruitment.

Special Requirements:

The incumbent in this position will be expected to attend meetings outside regular work hours, including evenings. The regular Board of Estimates meeting occurs on Mondays at 4:30 p.m. and the incumbent will be expected to attend meetings of the Common Council, including the annual budget hearings.

Work Environment:

Work is primarily sedentary in nature and performed in an office environment. Employees will be expected to use standard office equipment such as a telephone, computer, calculator, copier, and fax machine.

Department/Division	Comp. Group	Range
Finance Department	18	17

Approved: _____
 Brad Wirtz
 Human Resources Director

Date