

City of Ormond Beach Job Description

Position: Budget Director
(Revised March 2004)

Exempt:	Yes	Job Code:	0303.513.32210
Pay Grade:	508	Department:	Budget & Procurement
Shift:	Days (8 hours)	Division:	Budget
Location:	City Hall	Supervisor:	City Manager

Summary:

Performs highly responsible professional and supervisory work in coordinating and monitoring the budgetary and purchasing activities. Work is reviewed through written reports, for the attainment of goals and objectives, and adherence to established policies and procedures. Work is performed under the administrative direction of the City Manager.

Essential Duties and Responsibilities:

- Plans and schedules the time frame for budget preparation and supervises the distribution of all budget materials.
- Instructs and assists department and City staff in compliance with established guidelines and completion of forms.
- Oversees the purchasing and procurement activities of the City.
- Evaluates submitted departmental proposals as to fiscal impact and prepares reports of findings for administrative review.
- Meets with various departments to review work plans, goals, and objectives and purchasing needs as required.
- Reviews inter-fund charges for completeness and accuracy.
- Assists with the City Manager's budget presentation to the City Commission.
- Prepares advertisements and proper forms required by state statute for public hearings and adoption of final budget by the City Commission.
- Reviews department agenda items requiring budget adjustments during the year.
- Develops financial forecasting techniques through computer models.
- Meets with City auditors and other staff members as needed.

- Analyzes reports of findings on revenue and expenditures; monitors and advises administration as to potential problems.
- Analyzes lifetime costs on items related to collective bargaining.
- Reviews and monitors contract requirements and change requests.
- Directs the purchasing activities of the City.
- Meets attendance requirements.
- Promotes consumer friendly environment within the department.

Marginal Duties and Responsibilities include the following. Other duties may be assigned.

- Coordinates the dissemination of all budget materials for preparation, as well as the finished budget and the prior year's amended budget.
- Prepares various yearly reports, i.e.; Bureau of Census Survey, Fla. League of Cities Survey and surveys from other Cities.
- Prepares the annual Fire/Police Pension Report.
- Replies to inquiries by telephone, letter or by direct contact with the public.

Supervisory Responsibilities:

Supervises employees assigned to the Budget & Procurement functions.

Education and/or Experience:

- Bachelor's degree in Accounting, Finance, or a closely related field. Five (5) years
- Progressively responsible experience in budget management and analysis.
- A comparable amount of training or experience may be substituted for the minimum qualifications.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Other Skills and Abilities:

Knowledge of municipal governmental accounting.

Knowledge of generally accepted accounting principles and reporting requirements.

Knowledge of budget preparation, City Ordinances, administrative policies and government reporting requirements.

Knowledge of the principles and practices of purchasing administration and related activities.

Ability to analyze financial data and prepare reports.

Ability to understand and communicate, both orally and in writing, the policies, procedures and services of the department.

Special Requirements:

None.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully meet the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Ability to meet job demands under some stressful situations and deadlines.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually mild to moderate.

Approval:

Approved by: _____
Name Title Date