



## **Assistant to the City Manager/Budget Manager**

### **Definition**

Under the direction of the City Manager, this position performs a wide variety of administrative and confidential assignments required in the City Manager's office, undertakes special projects as assigned and related duties as required, and plans, develops and manages the City's annual operating and capital budget. This classification is at the professional management level. It is distinguished from the Senior Management Analyst classification by its higher level of independence and citywide focus of project and program management.

This position requires strong analytical, financial/budget, administrative and interpersonal skills in managing assignments and projects. Assignments may include managing interdepartmental teams, maintaining relations with committee and intergovernmental groups and providing staff support to Council Members.

### **Typical Job Functions**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

Manages the City's budget process, including projecting and forecasting revenue and expenditures, reviewing and analyzing departmental budget requests and compiling the City's annual operating and capital improvement project budgets.

Performs a wide variety of responsible assignments involving program coordination, administrative research and reporting, and special projects as required.

Performs complex accounting and statistical analysis.

Performs and manages complex or specialized financial analysis and financial reporting tasks.

Exercises quality control over contents of various financial reports, budgets and other financial documents.

Compiles data and statistics and develops financial analysis and forecasts as required and requested.

Performs project and policy analysis, which includes: conducting research, determining and raising pertinent issues, summarizing findings, presenting results, and administering programs.

Manages interdepartmental teams and complex projects and studies, gathering and evaluating information and preparing and presenting reports and recommendations.

Assists in the development and implementation of citywide goals, objectives, policies and procedures.

Serves as a liaison with employees and external organizations. Represents the city at a variety of meetings, public events, training sessions, on committees, and other related events. Maintains relations with community and intergovernmental groups.

Manages, coordinates and administers special projects, which includes: publicizing projects, monitoring budget, coordinating with staff liaisons, presenting, and reporting to Senior Staff, Boards and Commissions and City Council.

Edits Council staff reports and may oversee calendar of agenda items.

Prepares a variety of reports summarizing project, study and program data. Analyzes related data and makes recommendations based on findings.

May serve as a project lead and provides direction to lower level staff on assignments.

Reviews the effectiveness of programs, policies and procedures and recommends changes.

Assists the City Manager in developing recommendations on a wide variety of municipal programs. Conducts special studies as assigned.

Represents the City and the City Manager at meetings with other agencies and civic groups.

Assists in the coordination of activities in the City Manager's office, with City Departments and with outside agencies.

Plan, prioritize, assign, supervise and review the work of assigned staff.

Answers public complaints or inquiries on a wide variety of subjects.

May serve as staff advisor to an advisory commission or other committees and perform other related duties as required.

Prepares presentations and speeches for the City Manager.

Performs related duties of a similar nature or level.

### **Qualifications**

#### **Knowledge of:**

Governmental accounting and budgeting.

Principles and practices of public administration. City government structure and processes.  
Organizational development and management, budget/fiscal, and operations analysis.

Principles and practices of management and supervision.

Report writing techniques and advanced principles and practices in assigned area of responsibility.

Principles and practices of financial policy development and implementation, revenue forecasting,  
financial control systems and methodology.

Research methods and statistical analysis.

Complex spreadsheets and statistical analysis.

Project and workload planning and management.

Public relations principles.

Applicable Federal, State, and Local laws, rules and regulations.

**Ability to:**

Effectively utilize computers, automated systems and related software applications.

Eliciting cooperation of others.

Achieving professional confidence of others used to assimilate and understand complex information.

Developing and implementing programs.

Speaking in public.

Interpreting and applying project requirements in addition to applicable codes, rules policies and  
regulations.

Analyzing a variety of statistical data and/or information and making recommendations based on  
findings.

Conducting research.

Writing reports.

Managing budgets.

Interpreting and applying program/project requirements.

Managing projects. Eliciting cooperation and collaboration from others as well as creatively solve  
problems and resolve disputes.

Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public and others.

Manage complex projects and programs.

Develop and implement effective City organizational policies and procedures.

Analyze and make sound recommendations regarding budgetary, management and organizational issues.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with those contacted in the course of work.

On a continuous basis, sit at a desk for long periods of time. Intermittently, twist and reach office equipment. Write or use keyboard to communicate through written means. Lift and carry weight of 10 pounds or less.

### **Education and Experience**

Any combination of experience and training will qualify if it provides for the required knowledge and abilities. Bachelor's degree from an accredited college/university with major emphasis in public administration, public policy, political science or a related field and four years of increasingly responsible experience in municipal government administration, two of which must include governmental budgeting experience. A master's degree may be substituted for one year of the required experience.

### **Licenses and Certifications**

This classification requires the ability to travel independently within and outside City limits and possession of a valid Class C California driver's license.

FLSA: Exempt  
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