ASHEVILLE, NORTH CAROLINA

Classification Specification

Manager, Budget & Forecasting
Job Code: 1640
FLSA: Exempt

Purpose of Classification:

The purpose of this classification is to manage operations and staff involved in developing, submitting, and monitoring the City's budget.

Distinguishing Characteristics:

This is a single level classification.

Essential Functions:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Manages, directs, and evaluates assigned staff: plans, directs and reviews work of individuals and the team; processes employee concerns and problems and counsels as appropriate; recommends discipline, disciplinary actions, or discharge; completes employee performance appraisals and salary increases; participates in interviews and makes hiring recommendations; acts as a liaison between employees and management; and trains staff in operations, policies, and procedures.

Organizes, prioritizes, and assigns work: prioritizes and schedules work activities in order to meet objectives; develops and oversees employee work schedules to ensure adequate coverage and control; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; and provides progress and activity reports to Chief Financial Officer, City Manager,

Mayor, and City Council as requested.

Manages and participates in development and preparation of both annual operating and multi-year capital budgets: develops and implements budget processes, such as calendars, forms, and deadlines; coordinates with City departments to identify, analyze and prioritize funding needs; coordinates training for City departments regarding budget processes and forms; performs complex financial analysis, including personnel cost and revenue projections; identifies cost to implement strategic goals and community priorities; and makes financial recommendations to City management and City Council.

Manages and participates in the monitoring of approved budgets for City departments: monitors expenditures to ensure compliance with approved budget; reviews, verifies, and approves budget amendments and transfers; analyzes financial trends in current fiscal year; forecasts year-end financial condition; and recommends budget adjustments to City management, as necessary.

Manages and supports a variety of complex, cross-department and financially impactful projects: performs capital debt modeling; conducts user fee studies; prepares cost allocation plans; develops priority-based budgeting; manages performance; researches and analyzes programs and policies in other jurisdictions; conducts benchmark studies to understand best practices; analyzes internal and external trends considering multiple financial, economic, and cultural variables; and makes recommendations regarding program/project design, development, and implementation.

Prepares and presents a variety of budget and financial information and reports to City departments, City management and elected officials, and to the public: prepares and distributes memoranda; prepares reports regarding policy recommendations, financial information, budget compliance, etc.; provides financial and program information; and develops and implements proposed and adopted budget documents.

Develops and implements Budget Division budget: makes recommendations and forecasts regarding expenditures and revenues, including staffing, equipment and supplies, capital improvements, and service provision; monitors expenditures to ensure compliance with approved budget; reviews and approves purchase requisitions; and maintains related financial records and documentation.

Maintains a current, comprehensive knowledge and awareness of applicable laws, regulations, principles, trends, and practices relating to budget preparation, management, and oversight; monitors local, state, and federal regulatory and legislative developments and changes impacting budget and financing activities; reads professional literature; maintains professional affiliations; and facilitates and attends meetings, workshops, conferences, and training sessions as required.

Communicates with City officials, supervisor, subordinates, other City employees, the public, outside agencies and organizations, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.

Processes a variety of documentation associated with department/division operations, within designated timeframes and per established procedures: receives, reviews, prepares, completes, processes, forwards or retains as appropriate various forms, reports, correspondence, memoranda, staff reports, budget transfers and amendments, department budget requests, contracts, financial forecasts and reports, presentations, capital debt models, budget documents and forms, and other documentation; compiles data for further processing or for use in preparation of department reports; and maintains computerized and/or hardcopy records.

Operates a personal computer to enter, retrieve, review, or modify data, utilizing word processing, spreadsheet, database, presentation, Internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Additional Functions:

Performs other related duties as required.

Minimum Qualifications:

Master's Degree in Public Administration, Public Policy, or a related field required; supplemented by five years of experience in budget management and program analysis in a municipal government setting, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain Budget and Evaluation Officer Certification.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all City or departmental policies, practices, and procedures necessary to function effectively in the position.

Performance Aptitudes:

Data Utilization: Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning, and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance:

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

The City of Asheville is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.