

BUDGET EVALUATION DIRECTOR - 012

DEFINITION OF WORK

Under general supervision, performs complex professional and administrative work in the preparation and analysis of programs, special research projects and the City's operating and capital improvement budgets; does related work as required.

EXAMPLES OF WORK

Plans and prepares recommended policies, guidelines and instructions to be followed by City personnel in the formulation of annual and capital improvement budget requests; prepares or coordinates the preparation of supporting budget documentation, including revenue projections, statistical data and other fiscal information; assists in the preliminary and final compilation of the recommended annual operating budget and capital improvements budget for the City; supervises and participates in the analysis of current operating expenditures and the estimating of future expenditures; directs and supervises short and long-range fiscal planning; supervises and participates in specific research and related projects concerning budget issues; designs and recommends for implementation a comprehensive evaluation review program; monitors budget management activities of City operations; prepares required reports; supervises and conducts research studies covering program workloads, unit costs, organization, policies and procedures that affect costs, and the use of systems, procedures and works measurement standards; provides professional and technical support to governing body.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in accounting, public finance or a related field, supplemented by a master's degree in public administration, and extensive professional experience in financial, budgetary and public evaluation work.

Knowledge, Skills and Abilities: Comprehensive knowledge of the theories, principles, practices and techniques of municipal accounting, finance and budgeting; comprehensive knowledge of evaluation measurement and review techniques; comprehensive knowledge of the State and Local ordinances applicable to budget preparation approval and administration; thorough knowledge of the functions and operations of municipal agencies; ability to analyze and develop budget estimates; ability to plan and supervise the work of employees; ability to develop and conduct technical training programs; ability to conduct detailed research and prepare reports and findings; ability to establish and maintain effective working relationships with others.