

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Budget Director</b>	<b>CLASS CODE:</b>	<b>389</b>
<b>REPORTS TO:</b>	<b>Assistant City Manager</b>	<b>GRADE:</b>	<b>53</b>
<b>DEPARTMENT:</b>	<b>Budget and Research</b>	<b>FLSA:</b>	<b>E</b>
<b>JOB SPECIFICATION DATE: July 1, 2005 bwg</b>			

**JOB SUMMARY:**

Responsible for the overall direction of the City of Glendale's Budget Department. Supervises professional staff in Budget and Research and, Grants Administration.

**ESSENTIAL FUNCTIONS:**

1. Plans, organizes, directs, and evaluates the activities and staff of the Budget and Research Department, assists division heads in planning, assigning, coordinating and implementing programs.
2. Establishes departmental short and long-range goals and objectives; develops plans and measurements for evaluation.
3. Directs staff in the preparation of the annual City budget; directs the coordination and preparation of the operating budget, capital improvements budget, and financial forecasting.
4. Guides the City's annual budget through the management team and council review steps; assists staff in dealing with management and City Council's requests and questions.
5. Reviews preparation of all revenue forecasts used in the annual budget, expenditure forecasts and capital improvement programs.
6. Administers city's rate and fee setting function to comply with state and city regulations and council approval.
7. Oversees and directs the implementation and managing of the City's grants application and administration program.

**SECONDARY FUNCTIONS:**

8. Serves as project manager for various citywide special projects.
9. Performs other related duties as required.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### **Knowledge of:**

Principles and practices of public administration and municipal budgeting.  
Economics and financial forecasting.  
Rate setting and cost service methodologies.

### **Skill in:**

The use of personal computer and standard software packages.  
Public presentation and public speaking.

### **Ability to:**

Plan, organize, direct, and evaluate the work of others in a variety of disciplines.  
Communicate effectively, verbally and in writing, while maintaining a high degree of credibility and accuracy.  
Establish and maintain effective working relationships with all levels of City staff, City Council and employees.  
Function in a political environment and deal effectively with City management, elected officials and reporters.  
Respond quickly and effectively to rapidly changing conditions such as actions by the state legislature that affects the City's budget.

## **WORKING CONDIONS:**

Office Setting.

## **MINIMUM REQUIREMENTS:**

Bachelor's Degree in Public Administration, Business Administration, Finance, or a related field and five years of progressively responsible experience in budget, research and management analysis, including two years of supervisory experience. Master's Degree in Public Administration is preferred.

Any equivalent combination of experience, education or training, which provides the required knowledge, skills and abilities, is qualifying.

## **SPECIAL REQUIREMENTS**

Residency in the City of Glendale within one (1) year of appointment.