

City of Salem
CLASS SPECIFICATION

CLASS. TITLE:	Budget Officer	CLASS. CODE: 0034
DEPARTMENT:	City Manager's Office	FLSA: E
REPORTS TO:	Assistant City Manager	DATE: 7/1/2002

Job Summary:

Coordinates the design and implementation of the annual budget process including preparation of an annual schedule and budget instruction manual, review and analysis of budget requests, preparation of budget documents and of general administrative studies.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Supervises professional staff and coordinates and assigns tasks associated with the Five Year Forecast and annual budget to be completed by budget office staff.
2. Reviews staff work for accuracy and insures that documents are coming together cohesively; conducts performance evaluations.
3. Coordinates staff in the update of the budget instructions, and the review and update of chart of account expense and revenue code descriptions.
4. Insures that Administrative Analyst II schedules department budget reviews.
5. Insures that Budget Office staff is meeting its schedule.
6. Assigns and reviews budget staff's work to respond to Budget Committee questions; coordinates the update of all budget pages to reflect all changes made by the Budget Committee and City Council.
7. Reviews and clarifies any issues or areas needing clarification in the budget instructions that were noted from prior years.
8. Reviews the Indirect Cost Allocation Plan as prepared by Finance Department and applies exceptions to the amounts that will be budgeted where necessary.
9. Establishes and communicates to affected departments the Cost Allocation values to be used in the budget; reviews submitted budgets to insure that established preparation policies are followed.
10. Prepares detailed revenue forecasts for all General Fund revenue types used in the Five Year Forecast as well as additional Funds for the annual budget.
11. Collaborates with the Personnel Department to determine variables used for costing personnel services (salaries and benefits for various bargaining units) reflected in the Five Year Forecast of the General Fund and in all funds' budgets.
12. Works with the General Services department to establish expense rates for fleet services, printing services and utility costs for the Five Year Forecast.
13. Coordinates City wide use of Oracle Public Sector Budgeting, a FIMS application; sets up budget groups following reorganizations, establishing calendars, developing calculation parameters, establishing and defining elements, and defining default rules.
14. Trains budget staff in the high level use of PSB; trains end users in the budget input aspects of PSB individually.
15. Meets with City departments and Data Center to review and understand their budget submissions.
16. Attends and presents information as needed to the evening Budget Committee meetings.
17. Prepares informational staff reports for the whole committee and responds to individual Budget Committee Member inquiries as they arise.
18. Updates complex costing allocation spreadsheet for 911 Communications Center participating agencies, collaborating with the Communications Center Director.

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19. Presents complex costing model to Emergency Communications Center Board.
20. Develops narrative reports describing the premises and concepts used with the Five Year Forecast of the General Fund including assumptions used, findings and policy recommendations.
21. Develops pertinent financial tables and graphics to effectively convey concepts and findings.
22. Develops property tax information used in Facts at a Glance.

Important Job Functions

1. Attends meetings and various training seminars and conferences as required.
2. Prepares written staff reports throughout the year as requested by the Assistant City Manager.
3. Answers media inquiries concerning the municipal budget and its formulation.
4. Prepares transfer resolutions and tracks these through the approval process to relay to Finance Department for posting.
5. Monitors revenues and expenditures throughout the year to insure actual values are within budget values.
6. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in Public Administration, Business Administration, Political Science or a related field; and, Five (5) to seven (7) years of experience in a related field; or, Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- None required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Government budgeting.
- Finance and fund accounting principles, preferably at the municipal level.
- Computer systems.
- Office management procedures, practices and equipment as applied to fiscal management operations.
- Spreadsheet and word processing applications.
- Principles of management.

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- State statutes regarding budgeting.
- Local Budget Law, Chapter 294, in order to insure City compliance.
- Contemporary office practices and procedures and basic office software products.

Ability to:

- Modify and support the Public Sector Budgeting module of FIMS including developing calculation parameters, establishing and defining elements and training budget staff and other end users.
- Manage large multi tiered projects which span several months and meet intermittent deadlines throughout.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Supervise professional and technical staff and provide initiative.
- Prioritize tasks and work on multiple tasks concurrently.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Bend, kneel, or stoop.
- Lift up to 20 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.