

Title: Office of Management and Budget Manager
PG: 63
Status: Non-Civil Service
Position Reports to: Finance Director
Department: Finance

Class Code: 1081
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is highly responsible professional, administrative work involving the evaluation of operating procedures utilized in deploying the various programs and services provided by the City of Lakeland to its citizenry and to other internal City departments. Duties include assisting in the development and monitoring of the City's annual operating budget. From this base of knowledge, develop and execute work programs intended to insure that selected business and operating procedures established by upper and middle managers are achieving the most effective results. Work requires the exercise of considerable independent judgment in the application of organization principles, evaluation and development of effective processes, procedures and performance measurements. This is a Division Head level position within the Finance Department. Work is subject to review by the City's Finance Director.

ESSENTIAL FUNCTIONS:

1. Participates in the development of the City's annual operating budget, including preparation of multiyear forecasts.
2. Directs the activities of staff employees responsible for monitoring compliance with the adopted annual budget from a fiscal standpoint.
3. Oversees and/or conducts the analysis of business processes and procedures as deemed beneficial based on research performed in conjunction with budget monitoring and development; or as requested by the Finance Director or City Manager.
4. Develops organizational systems to assist departments in streamlining work processes. Consults with functional area experts and management through inquiry into work processes, key system requirements and needs. Facilitates the definition of solutions; defines logical work units and job roles, skills and knowledge sets related to roles; assists in implementing process and identification of supporting technologies.
5. Works with Department and Division Head management in establishing standards of performance measurements for the Department.
6. Assists with the procurement of consulting services when the analysis of business processes and procedures is determined to be best performed by external experts.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILLS & ABILITIES:

1. Skill in researching, collecting and interpreting data.
2. Skill in feedback, questioning and group processes.
3. Thorough knowledge of methods, practices, benchmarking and terminology of work processes and organizational analysis and design.
4. Ability to think logically to identify problems and creatively develop solutions.
5. Ability to use deductive and inductive reasoning.
6. Ability to create innovative solution options; understand multiple ideas and develop consensus.
7. Ability to organize and manage multiple projects.
8. Thorough knowledge of municipal budgeting practices.
9. Thorough knowledge of applicable city ordinances, city-wide administrative policies and departmental policies.
10. Demonstrated ability to effectively lead, supervise, and manage employees.

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11. Ability to exercise independent judgment in initiating, planning, and carrying out the functions of the job.
12. Ability to establish and maintain effective working relationships with supervisors, co-workers, other City employees and the general public.
13. Ability to understand and make use of a variety of computer software programs.
14. Ability to communicate effectively, both verbally and in writing.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that routinely involves walking or standing (for several hours at a time), exerting up to 10-25 pounds of force on a recurring basis, routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

KNOWLEDGE, SKILLS & ABILITIES:

1. Graduation from an accredited four (4) year college or university with course work in Business Administration, Organizational Development, Public Administration, Finance or Accounting.
2. Four (4) years experience in business or governmental management and budgeting, involving evaluation of business processes.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level three (3) or completion within twelve (12) months

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.