

**MAJOR FUNCTIONS**

This is responsible managerial and supervisory work overseeing the formulation, implementation and on-going maintenance of the City's capital and operating budgets and developing the City's long-range financial plans, policies and strategies. This employee takes a leadership role in structuring solutions for financial, organizational and policy issues. Work is performed under the general direction of the Director-Management and Administration. Considerable independent judgment, discretion and initiative are exercised in handling responsibility area with efficiency and effectiveness. Work is reviewed through reports, conferences, observations, analysis of reports and recommendations, and by results achieved.

**ESSENTIAL DUTIES AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, assigns, schedules, trains and directs the work of professional and clerical employees engaged in the statistical computation and analysis required to develop and administer the City of Tallahassee's annual capital and operating budgets. Directs financial data collection from departments/units related to budget development. Ensures the implementation and operational control of the budgets in accordance with established organizational and financial regulatory policies and procedures. Takes the lead in developing and fostering a clear understanding of the financial mission, goals and objectives, and plans for the organization and each of the operating units. Produces revenue and expenditure projections. Coordinates the development of the City's long-term financial plan. Manages the City's annexation program, performance and administrative procedures processes. Maintains key indicators for evaluating financial status of the organization supported by periodic analytic and interpretative reports, including periodic financial projections and performance of actual versus budget. Serves as content expert regarding budget policies and procedures, strategic plans and measures, and provides other assistance as required. Recommends the selection, transfer, promotion, grievance resolution and discipline of employees. Conducts performance evaluations and recommends approval or disapproval of merit increases. Performs related work as required.

**Other Important Duties**

Develops agenda items, reports and other procedural documents. Attends City Commission meetings and various meetings/conferences with City department directors, staff and the public. Acts in the absence of the department director, when designated. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of modern management practices, procedures, theory, and policy development. Thorough knowledge of principles and practices of governmental budgeting and accounting; financial structure, and uniform accounting systems. Thorough knowledge of work distribution, financial, and budget analysis. Considerable knowledge of statistical concepts and methods. Knowledge of the principles of supervision, training and performance evaluation. Ability to make use of information by analysis, correlation, creativity, and objectivity. Ability to analyze facts and exercise sound professional judgment to arrive at valid conclusions. Ability to express ideas clearly and concisely, both orally and in writing. Ability to establish and maintain effective work relationships. Ability to supervise subordinates in a manner conducive to high performance and good morale. Ability to appear before the City Commission committees and other executive/leadership teams to explain fiscal/policy matters. Ability to establish and meet deadlines as dictated by budget preparation cycles. Skill in the operation of microcomputers and associated software programs, such as Excel and Access, necessary for successful job performance.

Minimum Training and Experience

Possession of a master's degree in public or business administration, finance, accounting, or a related field and five years of professional experience in governmental budgeting, finance, accounting, or a related field; or an equivalent combination of training and experience. Two years of the required experience must have been in a supervisory capacity.

Necessary Special Requirement

Must possess a valid Class E State driver's license at the time of appointment.

Established: 08-18-98  
Revised: 10-29-02  
10-03-03\*  
07-13-09\*