



City of Peoria Human Resources

Title: Budget Manager

FLSA STATUS: Exempt from overtime under the Fair Labor Standard Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Deputy Director.
Exercises direct supervision over professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Equivalent to a Bachelor's degree from an accredited college or university with major course work in budget, finance, public or business administration, or a related degree or equivalent.
- **Experience:** Minimum of five years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** None Required.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to manage and direct the operations of the Management and Budget Division of the Finance and Budget Department, including development and monitoring of the annual operating and capital budgets, long-range planning and forecasting efforts, utility rate planning, capital improvement planning, revenue estimating and monitoring, and compliance with state and municipal ordinances.

Human Resources

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ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Manages staff by planning and prioritizing tasks, ensuring policy and procedure compliance, recommending changes and adjustments, monitoring staff performance and development.
2	Manages multi-year financial plans. Maintains and updates the City's financial model for both operating and capital improvement plans; promotes consistency of multi-year financial plans and annual budgets.
3	Manages the budget development process. Reviews schedules; manages organizational deadlines; ensures compliance for all legal issues and budget processes.
4	Establishes working relationships with other departments. Assists other departments with programs and activities; ensures delivery of high quality customer service; works with other departments to solve financial and budgetary issues; provides interpretations of financial policies and procedures; participates in coordinating the exchange of information within the organization.
5	Provides leadership in the development, implementation, and maintenance of technology to improve work processes and system utilization. Researches and recommends system upgrades, replacements and process improvements. Ensures the long-term viability of systems through training and testing.
6	Provides support to the deputy director and department director. Researches, prepares, and reviews recommendations on financial and policy issues and analysis; writes complex reports and correspondence; enforces applicable laws, ordinances, City charter, and Council resolutions concerning fiscal and budgetary regulations; prepares and presents Council reports.
7	Manages customer service related to the Management and Budget Division by encouraging and motivating staff to be proactive in understanding the business processes of other departments to assist in improving budget and operational processes citywide.

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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X"					
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X"				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, calculator.

PROTECTIVE EQUIPMENT REQUIRED:

None required.