



City of Tempe

MUNICIPAL BUDGET DIRECTOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	478	<i>Department / Office:</i>	Municipal Budget
<i>Supervision Level:</i>	Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

****This classification is unclassified which means the employee, or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

REPORTING RELATIONSHIPS

Receives general direction from the Deputy City Manager – Chief Financial Officer or from other supervisory or management staff.

Exercises direct supervision over professional, supervisory, technical and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five (5) years of experience in budget, accounting or other related areas of financial administration, including three (3) years of supervisory experience or functional oversight of significant functions within finance-related departments/divisions.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, or public administration. Master's degree is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. Responsible for the coordination of the annual operating and capital budget process in line with the long-range financial forecasts and other city policies adopted relative to the financial stability of the City. Provide input to policy development, strategic planning, and performance measure management. To plan, direct and review the activities and operation of the Municipal Budget Office.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Administer, plan, and direct the activities of the Municipal Budget Office.
- Performs and manages the budget development process including planning, overseeing, and participating in the development, preparation, and presentation for approval/adoption the City's annual budget (operating and capital), the five-year Capital Improvement Program Budget, and the property tax levy.
- Prepares the annual budget calendar, manages organizational deadlines, and ensures compliance with all statutory, charter, code and legal requirements related to budgetary matters and the annual budget process. Assists with a public outreach program related to the annual budget process.
- Perform advance/financial fiscal analysis for the City's long-range planning and five-year operating financial forecast models around City Council priorities.
- Research, develop and prepare recommendations on complex financial and budgetary issues, assist in the development of financial and budgetary policies and procedures, prepare reports, correspondence, and other presentation material.
- Work with City departments on developing budgets, resolve financial and budgetary issues, develop financial forecast scenarios, and establish rate adjustments for programs such as utilities, health insurance and self-insured risk management activities.
- Perform detailed capital improvement program analyses including administration of the City debt management plan, sizing the five-year capital improvement program projects around available funding sources, and making related recommendations to City departments, City management and City Council.
- Prepare and provide public presentations as requested; represent the Municipal Budget Office at City Council meetings, meetings with other City departments, meetings with the public and outside agencies.
- Develop and achieve performance measures directly related to City Council priorities; evaluate operations and activities of assigned responsibilities; recommend improvements and modifications, assist in the implementation and utilization of technology to improve budgetary processes.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Direct, oversee and participate in the development of work plans; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Prepare the office's budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget.
- Compile a variety of financial or statistical reports and other necessary correspondence.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

COMPETENCIES		
CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective April 2016</i> <i>Revised October 2018 (Update distinguishing characteristics, min quals, and job duties)</i> <i>Revised July 2023 (Update min qualifications – education section and job duties)</i></p>

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Job Title: Municipal Budget Director

Job Code: 478

VEHICLE OPERATION	YES	NO
Will this position drive a City vehicle?	X	
Will this vehicle require a Commercial Drivers License?		X

	Never	Occas.	Freq.	Contin.
	0% of time	1-35% of time	36-65% of time	66-100% of time

ENDURANCE				
Sit			X	
Stationary / Stand			X	
Move / Traverse	X			

WORK WITH OR EXPOSURE TO THE FOLLOWING				
Machinery*	X			
Electrical*	X			
Power Tools*	X			
Hand Tools*	X			
Personal Protective Equipment*	X			
Fumes	X			
Computer Software				X
Chemicals	X			

ENVIRONMENT				
Indoors				X
Outdoors		X		
Working in or around water	X			
Extreme Heat	X			
Extreme Cold	X			
Office Setting				X
Confined Spaces	X			
Excessive Noise**	X			
Heights	X			
Sewage Exposure	X			
Bodily Fluid Exposure	X			

VISION REQUIREMENTS	YES	NO
Close (clear vision at 20 inches or less)	X	
Distance (clear vision at 20 feet or more)		X
Color (ability to identify and distinguish colors)		X
Depth Perception (three-dimensional vision, ability to judge distances and spatial relationships)		X
Peripheral (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point)		X
Ability to adjust focus (ability to adjust the eye to bring an object into sharp focus)	X	
No Special Vision Requirements		X

Maximum LIFT / CARRY	Lift	Carry
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

Maximum PUSH / PULL	Push	Pull
5-25lbs	X	X
26-50lbs		
51-75lbs		
76-100lbs		

MOVEMENT	YES	NO
Bend / Stoop / Twist	X	
Crouch / Squat	X	
Kneel / Crawl		X
Above Shoulder Level		X
Below Shoulder Level		X
Repetitive Arm Use	X	
Repetitive Wrist Use	X	
Repetitive Hand Use	X	
Climb Stairs / Ladders		X
Neck Range of Motion		X
Traverse Uneven Surface		X
Traverse Even Surface		X

ADDITIONAL CONSIDERATIONS:
- May require working extended hours.
- May work alone for extended periods of time.
- May travel to/from meetings and various locations.
- Other mental attributes essential to this classification.

*DEFINITIONS/EXAMPLES
Machinery: bucket truck, riding mowers, backhoe etc.
Electrical: wiring, outlets, fuses etc.
Power Tools: push mowers, jackhammers, drills, chainsaw etc.
Hand Tools: hammers, wrenches, shovels, wheel barrels, saws etc.
Personal Protective Equipment: respirators, Tyvek coveralls, hard hats, fall protection harness etc.

**** Hearing test is required**