



City of Peoria

HUMAN RESOURCES

Title: Budget Coordinator

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Budget Manager.
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of five years related experience. Requires broad knowledge of complex systems and procedures.
- **Licenses/Certifications/Special Requirements:** None noted.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to plan, organize, and administer major functions within the Budget Division. Plans, coordinates, and evaluates budget processes and organizational projects; evaluates financial, economic, political, and policy circumstances; ensures system and technical security and effectiveness; assists with long-term planning efforts; prepares and reconciles financial schedules; facilitates training on processes and procedures; special projects; assists the Division Manager to ensure division goals are met.



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	Plans, manages, and evaluates major functions within the City's overall budget process. Coordinates timing of major steps in budget process; ensures compliance with legal and policy requirements; monitors deliverables from departments; evaluates training needs.
2	Provides oversight, direction, and analytical support to Budget staff in specific areas of the budget process. Decides which tasks to delegate; determines level of support needed by staff; monitors progress toward budget targets and deadlines; monitors department compliance with adopted budget.
3	Evaluates City's ability to balance the budget under various economic, political, and policy circumstances. Analyzes amount of ongoing and one-time funds available; determines to what extent the City is meeting stakeholder's expectations; evaluates department performance; analyzes extent to which Council goals are being met; considers impact of election cycle on the budget process.
4	Ensures the security and effectiveness of budget software systems. Considers changes needed to budget systems; determines training needs for budget and other City staff; performs data cleanup; prepares and releases systems to users.
5	Assists Budget Manager in long-term forecasting and financial planning. Provides assumptions about economic indicators; prepares long-term forecasts; communicates forecasts to executive management and Council; analyzes employee compensation and labor negotiations.



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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, shredder.

PROTECTIVE EQUIPMENT REQUIRED:

None required.