



City of Peoria

HUMAN RESOURCES

Title: Budget Manager

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Management and Budget Director.
Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of three 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.
- Previous supervisory experience is preferred.

JOB SUMMARY

The purpose of this position is to manage the activities and performance of the Management and Budget division. Manages Budget Division personnel in the efficient operation and development of the City's annual operating and capital budgets, long range planning and forecasting efforts; utility rate planning; ensures compliance with state and municipal ordinances.



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 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.
5	Provides leadership, management, and direction by developing, planning, and implementing goals and work plans; establishes schedules and deadlines; participates in the formulation, monitoring, and management of divisional budgets; allocates personnel and resources; and reviews and evaluates work product.
6	Provides support to 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; provides support to boards, commissions, community, and staff; prepares and presents Council reports.
7	Participates in the formulation and administration of policies, procedures, internal controls and performance measures; analyzes financial condition; prepares reports and audits; recommends, implements, and administers policies and internal controls.



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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.