



City of Peoria

HUMAN RESOURCES

Title: Management and Budget Assistant

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

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

MINIMUM QUALIFICATIONS

- **Education:** Two-year Associates degree in business, public administration, accounting or related field or equivalent.
- **Experience:** Minimum of one year related experience. Requires a working knowledge of standard practices 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 support the Management and Budget Division with the preparation, administration and monitoring of the City's annual budget, serve as a budget liaison to assigned departments for the training, development, coordination, and monitoring of their operating budgets, and coordinate, develop and distribute all formal budget documents. This is accomplished by evaluating requests, addressing trends, maintaining databases, providing financial analysis of funds and budgets, and coordinating the formal document process. Other duties include providing administrative support to the division, preparation of special studies, projects and programs, and performing specialized reporting.



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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	Serves as budget liaison to assigned operating departments.
2	Answers questions, routine and non routine inquiries and requests for information. Regularly interacts with high-level management and officials internal and external to the City. Assists with special projects, meetings, and/or events through coordination and administration. Provides training to departmental staff as needed.
3	Assists with research and analysis of financial information to assist in the development of the City's budget and participates in the budget development. Develops and produces budget documents; coordinates the budget amendment process.
4	Prepares, presents and monitors annual budgets. Coordinates budget activities with other City departments and divisions to ensure a comprehensive and timely product. Provides technical assistance to City staff and identifies possible solutions for resolving issues related to departmental operating budgets.
5	Assists with research and analysis of economic indicators, factors and trends. Makes recommendations regarding the City's ability to finance specific operations. Assists with the development of statistical models for economic analysis.
6	Coordinates the performance management activities for Peoria Stat and acts as the Primary Coordinator for the ICMA Center for Performance Measurement for the City of Peoria. Reviews information provided by departments and coordinates the timely submittal of information to ICMA. Performs follow-up as required.



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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 may be 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, scanners, copy / fax machine, calculator and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.