



City of Peoria

HUMAN RESOURCES

Title: Deputy Director of Finance & Budget

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Finance and Budget Director.

Exercises direct supervision over professional and para-professional staff.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Requires seven or more years of related experience. Requires advanced knowledge in highly specialized systems 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 oversee and manage major functional areas including Budget, Financial Services, Treasury, and Materials Management. Manages highly complex and multi-disciplinary activities; directs and administers annual operating and capital budget development; manages financial services responsibilities; implements performance management and organizational strategic initiatives, impact fee calculations, and administration, tracking, and reporting development agreement obligations.



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	Provides leadership and direction on organization-wide initiatives and systems, including budgetary and financial resolutions, strategic and operational planning and analysis, and performance management. Reviews and recommends actions on fiscal and budgetary matters; identifies the systems and reporting requirements for operational planning and performance reporting.
3	Supports the City Manager, Deputy Chief Managers, and Finance and Budget Director on fiscal and budgetary matters. Reviews legal and policy requirements; makes recommendations on policies, programs, and activities; leads and / or provides support for boards and commissions, public meetings, and acts in absence of the Director.
4	Regularly assesses the City's financial condition and forecasts future revenue and expenditures for major operating funds. Provides updates and recommendations as required; assesses available funding for Council and organizational priorities; researches and provides recommendations on policy and program alternatives; presents findings and recommendations to City Council, executive management, and community members.
5	Oversees the management and administration of the City's impact fees, user fees, utility rate modeling, City and developer agreement obligations and long-term development liabilities. Directs annual review of user fees and utility rates; reviews development projects and agreements for short- and long-term obligations; assesses credit scenarios based upon development plans; establishes system rules and reporting for tacking long-term liabilities; presents findings and recommendations to City Council and developer stakeholders.



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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.