

CITY OF SIMI VALLEY

BUDGET & ADMINISTRATION MANAGER

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general direction, performs a wide variety of complex and diverse advanced level administrative duties in support of the assigned department including budget preparation and control, purchasing, fiscal services, and information services duties; oversees assigned programs; supervises and directs assigned staff; conducts administrative and analytical studies and prepares reports; plans, coordinates, directs, and evaluates assigned systems, procedures and operations; and coordinates assigned operations and activities with other departments and outside agencies.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Perform a wide variety of complex and diverse advanced level administrative duties in support of the assigned department including purchasing, fiscal services, information services, and budget preparation and control duties.
2. Plan, coordinate and manage the department budget process; meet with management staff to discuss the budget process and requirements; review submitted division and unit budgets and budget documents to ensure accuracy and compliance with City policies and goals; prepare a Department-wide budget document and participate in annual budget review meetings.
3. Review budgeted personnel costs; ensure that adjustments to bargaining unit agreements have been incorporated into the budget.
4. Prepare mid-year budget documents, including budget transfer requests; advise management staff of potential budget overages and recommend solutions.
5. Oversee and coordinate departmental purchasing activities; create, review and approve purchase orders and purchase requisitions; prepare or review requests for proposals; review and approve department P-Card transactions; process travel authorizations.
6. Prepare, analyze, edit and approve bid specification packages, requests for proposals, contracts, bidding materials and contract award documents to ensure compliance with pertinent laws, ordinances, policies and procedures.
7. Plan, coordinate, manage and evaluate activities associated with assigned contracts; participate in research and evaluation of proposed contractual obligations and agreements; negotiate with public and private sector organizations; administer assigned contracts.
8. Oversee weekly timesheet data entry process; audit and approve timesheets; resolve timesheet discrepancies and payroll issues; approve payroll corrections.
9. Coordinate the research, development, review, and preparation of grant applications; monitor existing programs for compliance with regulations.

10. Prepare and/or review department staff reports to the City Council including those pertaining to budget, purchasing, fee/cost recovery/workload analyses, and information services for conformance with laws, regulations, and policies.
11. Conduct surveys and perform research and statistical analyses on administrative, fiscal, personnel, and operational issues; create tables, charts and spreadsheets to collect, evaluate and present data; coordinate and participate in organizational studies involving administrative or operational systems, procedures, functions, processes, and techniques; develop recommendations based on findings.
12. Supervise, plan, prioritize, assign, review and participate in the work of staff responsible for providing services and activities in assigned area; establish schedules and methods for providing assigned services; train assigned employees in their area of work; ensure work quality and adherence to established policies and procedures; prepare evaluations of assigned staff.
13. Participate in the development and implementation of goals, objectives, policies and priorities for assigned programs and functions; recommend and implement resulting policies and procedures.
14. Oversee and coordinate assigned services and project activities with other City groups, boards, committees, task forces, external organizations, and the general public; respond to and resolve difficult and sensitive inquiries and complaints.
15. Attend and participate in professional group meetings; stay abreast of new trends and innovations in assigned field; maintain awareness of federal, state and local regulations.
16. Serve as system administrator for an assigned department; coordinate and implement information system for specific department use.
17. Participate in human resources functions; review and interpret various personnel documents and reports; provide staff training to department personnel as assigned.
18. Provide staff assistance to assigned management staff; participate on a variety of boards, commissions and committees; prepare and present staff reports to City Council.
19. Perform related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Operational characteristics, services and activities of assigned program area including administrative, financial and/or operational functions.
- Principles and practices specific to area of assignment.
- Advanced methods and techniques of data collection, research and report preparation.
- Principles and practices of public administration and program development.
- Advanced methods of administrative, organizational, economic and procedural analysis.
- Advanced methods and techniques of program, statistical and financial analysis.
- Principles and practices of budget preparation and administration.
- Principles and practices of a purchasing program.
- Principles and practices of grant applications and administration.
- Principles of supervision, training and performance evaluation as assigned.
- Principles and practices of record keeping and records management.
- Principles and procedures of financial record keeping and reporting.

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Principles and practices of accounting.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, databases, and other specialized applications related to area of assignment.

An Enterprise Resource Planning (ERP) System.

ERP processing requirements and software configurations.

Pertinent federal, state and local laws, codes and regulations.

Ability to:

Perform a wide variety of complex and diverse advanced level professional and technical administrative duties in support of the assigned department including those requiring a significant level of expertise in a specific area.

Plan, coordinate and manage the development of the Department budget.

Plan, coordinate, direct, and evaluate assigned systems, procedures and operations.

Participate in and perform various complex organizational studies and analyses.

Research, analyze and evaluate programs, policies and procedures.

Collect, evaluate and interpret complex information and data.

Prepare clear and concise administrative and financial reports.

Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibility.

Analyze complex problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Identify and respond to community and City Council issues, concerns and needs.

Review and analyze technical documents and proposals.

Supervise, organize and review the work of lower level staff as assigned.

Select, supervise, train and evaluate assigned staff.

Operate office equipment including computers and supporting word processing, spreadsheet, database, and other specialized applications related to area of assignment.

Adapt to changing technologies and learn functionality of new equipment and systems.

Perform information services system troubleshooting as required.

Work independently in the absence of supervision.

Effectively multi-task and prioritize.

Interpret and apply pertinent federal, state and local laws, codes and regulations as well as City policies and procedures.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in public administration, business administration or a related field.

Experience:

Five years of increasingly responsible administrative, analytical and/or budgetary experience including two years of administrative and/or lead supervisory experience. Experience working with an Enterprise Resource Planning (ERP) System is highly desirable.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Standard office setting and occasional field environment with travel from site to site.

Physical: Sufficient physical ability to work in an office setting; sit, walk, or stand for prolonged periods of time; lift light to moderate amounts of weight; operate office equipment.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates