



Director of Management & Budget

Class Code	FLSA Status	EEO Category	Represented Status	Salary Grade	Effective Date	Resolution #
089	Exempt	Executive/Senior Level Official-Manager	Unrepresented	13	7-9-14	14-132

DEFINITION: Under administrative direction; plans, organizes, directs, and coordinates the activities of the Budget unit of the Finance department, including short- and long-range operating and capital budgets; and coordinates District-wide budget activities with other departments.

REPRESENTATIVE FUNCTIONS may include, but are not limited to the following:

- Directs the functions and activities of the District’s annual operating budget process, including the development of budgeting assumptions, analysis of budget submittals, and presentation materials intended for Executive Staff and the Board of Directors.
- Plans, organizes, and directs Budget unit activities including the development of short- and long-range capital and operating budgets.
- Directs the activities of subordinate management and professional staff engaged in budget preparation and administration, capital planning and grants, and fixed assets accounting.
- Directs the review of District-wide budget performance on a quarterly and annual basis; identifies variances, and recommends additional allocations or reductions.
- Develops goals, policies and procedures for the Budget unit; and assigns, delegates, reviews, and evaluates the work of assigned staff; coordinates staff training, reviews performance, and recommends and implements progressive discipline as needed.
- Provides financial information, forecasting, and economic analysis and consultation to the General Manager, Chief Financial Officer (CFO), Executive staff, and Board of Directors; including feasibility studies and cost analyses.
- Directs the preparation of quarterly and annual budget reports to the General Manager and Board of Directors, as well as complex regularly scheduled and ad-hoc reports to the General Manager, and Executive Staff.
- Monitors and analyzes the budget impact of local, state, and federal funding allocations and projections.
- Interprets state and federal regulatory requirements, informs the CFO and General Manager regarding changes and possible areas of non-compliance; and recommends and implements procedural and policy changes to ensure compliance.
- Coordinates unit activities with those of other Finance department units, other District departments, and outside agencies and organizations.
- Consults with the CFO on a continual basis to determine the financial impact of alternative financial decisions. Develops and implements actions and strategies to address economic fluctuations.
- Represents the Budget unit, Finance department, and the District in a variety of inter-agency, governmental, and public forums. Prepares and presents staff reports and other necessary correspondence.
- Monitors and enforces financial and personnel usage controls.
- Reports to the Board of Directors as required by Executive staff and the CFO.
- Administers the activities, and reviews the work of external consultants.
- Performs related duties, as required.



Director of Management & Budget

MINIMUM QUALIFICATIONS:

Knowledge Of: Theories, principles, practices, and procedures of advanced budgeting and budget development and administration, as well as grant and entitlement administration; Generally Accepted Accounting Principles (GAAP), and Government Finance Officers (GFOA) annual budget reporting requirements; policy development and implementation; principles of supervision including leadership, work planning, motivation, team building, conflict resolution, and evaluation; pertinent local, State, and Federal laws, rules, and regulations; current office practices and methods; and current software for spreadsheets, statistics, finance, presentation, and word processing at an advanced level of proficiency.

Ability To: Develop, implement, and monitor comprehensive financial models and a complex budget; develop and implement unit goals, policies, and procedures; organize, train, and supervise staff of the Budget unit, plus other Finance department personnel as assigned; manage unit activities; compute and interpret complex mathematical and statistical data; make detailed financial forecasts and projections based on analysis; write accurate and clear statistical and narrative reports and other written materials; understand and analyze reports provided by others; direct, monitor, and review the progress of assigned special projects; stay current on program innovations and new technology related to budget and finance; quickly learn and effectively use new general-use and finance specific software programs as adopted by the District; communicate effectively in English, both orally and in writing; represent the unit, department, and the District at meetings, and make oral presentations; work with various cultural and ethnic groups in a tactful and effective manner; and establish and maintain positive working relationships with those encountered in the course of work, using principles of excellent customer service.

Education/Training: Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, economics, business administration, accounting, or a closely related field. A post graduate degree; and/ or certification in one or more fields directly related to budgeting, accounting, and/or finance, are highly desired.

Experience: Equivalent to at least eight (8) years of recent, verifiable, and increasing responsible experience in budget development and administration, including at least five (5) years supervising subordinate staff.

Desired: Experience in a large public sector organization, and/or familiarity with transit or transportation systems.

Special Requirements: Must be available to (1) work outside regular business hours pursuant to the demands of the job; and (2) travel to attend inter-agency, government, public, and community group meetings, as required.

Physical Requirements: Must maintain the physical condition necessary to (1) perform tasks in an office setting operating a personal computer, keyboards, and other peripheral equipment; and (2) maintain physical mobility in order to travel expeditiously to various locations and facilities within the AC Transit District.