

<b>Job Class Code: 1490</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the job classification (class) is to supervise staff and direct, plan, and manage the development of the City’s operating and capital improvement budgets to ensure public resources are used effectively and efficiently to support the mission, vision and goals of the City. The job class is responsible for supervising staff, establishing goals, objectives, policy and procedures, planning and managing budgetary processes, evaluating performance, documenting activities, and reporting events and activities to senior management and elected or appointed officials. The class researches and formulates long range goals for the organization; develops policy and position papers and communicates these with chief administrative officer and/or elected officials.

**TYPICAL TASKS**

- Provides expert advice and assistance to City management; develops budget plans and estimates. Provides assistance with the development and justification of budgets and chairs meetings to facilitate decision-making.
- Designs and administers budget processes to facilitate policy dialogue.
- Ensures the financial and budgetary integrity of the City’s operation by establishing and maintaining sound budgetary practices and procedures.
- Supervises staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Develops goals, objectives, policies and procedures in consultation with elected or appointed officials, senior management, department heads, and department staff, to ensure efficient and accurate budgetary processes; ensures policies and procedures are promulgated to all levels and evaluates to ensure compliance and identify deficiencies.
- Monitors and researches trends in budgetary accounting and processing practices, and laws, rules, and City policy to develop or improve budgetary processes with particular emphasis on State law, regulations and budgets. Understands and communicates the economic conditions in which the City government is (will be) operating.
- Manages, initiates, conducts and implements administrative research and surveys to provide a basis for decision-making.
- Directs financial processes of department including multi-year fiscal planning, preparing proposed and approved budgets, projecting expenditures and revenues, preparing supporting documentation, financial analysis, and other budgetary processes.
- Advises and consults with elected and appointed officials, department heads, staff agencies, and others on budgetary matters such as interpretation of budget plans, strategies, and budget information, controls and procedures, solutions to budget problems, research projects, or other budgetary matters.
- Represents the City on boards or committees involved in budget planning, management, or other financial issues; makes budget presentation to elected or appointed officials, department heads and staff, and other agencies or groups.
- Oversees administrative matters such as developing department budget, administering expenditures, conducting special studies, managing correspondence and records, preparing routine or special reports, administering training, providing for staff technical or professional growth, and other administrative duties.
- Performs other related duties as assigned.

GENERAL STANDARDS	
<b>Data Involvement</b>	Synthesizes and integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking and administrative, professional, and budgetary practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, algebraic solutions of equations and inequalities, descriptive and inferential statistics, and mathematical classifications or schemes.
<b>Language Requirements</b>	Reads financial and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for a variety of audiences, adapting presentations to allow effective communication with each audience.
<b>Mental Requirements</b>	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, fiscal, legal, or managerial nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as the entire focus of the job, affecting entire organization and surrounding population; develops long range goals, plans and methodologies.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS	
<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree in finance, accounting, or a closely related field. Master's degree preferred.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this job class requires a minimum of six years of related, full-time equivalent experience in local government budgeting.
<b>Special Certifications and Licenses</b>	None
<b>Special Requirements</b>	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS
The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*