



Midpeninsula Regional Open Space District

Budget & Analysis Manager

DEFINITION

Under the direction of the Chief Financial Officer/Director of Administrative Services (CFO), this position provides leadership and supervision to staff responsible for the design and maintenance of the Operating & Capital Budget processes for the District. Coordinates assigned activities with, and fosters cooperative working relationships amongst, other District departments and outside vendors. Provides highly responsible and complex professional assistance in areas of expertise to the CFO and his/her management team and participates in the overall financial leadership of the District.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Chief Financial Officer/Director of Administrative Services and works closely with the Controller and Finance Manager. The work provides for a variety of independent decision-making within legal, administrative, general policy, and regulatory guidelines. Exercises general direction and supervision over staff.

CLASS CHARACTERISTICS

This is an at will, Department Manager classification that oversees, directs, and participates in all activities of the Budget & Analysis Department including the planning, development and administration of relevant short and long term policies, procedures, and services. This position can also be called on to provide assistance to the CFO in a variety of financial, administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires a broad knowledge of budgeting processes for public agencies and related information systems, and District functions, activities, and policies. Responsibilities include coordinating the activities of the department with those of other departments and outside vendors, and managing and overseeing the complex and varied functions of the department. The position is accountable for accomplishing departmental planning and operational goals and objectives, and for furthering the District's mission, goals, and objectives within general policy guidelines.

EXAMPLES OF ESSENTIAL FUNCTIONS *(Illustrative Only)*

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Assumes full management responsibilities for all Budget & Analysis Department programs, projects, services and activities.
- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Budget & Analysis Department; establishes, within District policy, appropriate budget, service and staffing levels.
- Manages the development and administration of the department's annual budget; direct the forecast of additional funds needed for staffing, consultants, equipment, materials and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary.
- Selects, trains, motivates and directs departmental personnel; evaluates and reviews work for

acceptability and conformance with department standards, including program and project priorities and performance evaluations; works with employees on performance issues; implements discipline and termination procedures; initiates and manages internal investigations; responds to staff questions and concerns.

- Contributes to the overall quality of the department's services by developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Working with the CFO and District staff, develops and implements the appropriate budgeting processes and procedures to ensure the timely and accurate preparation and presentation of the District's annual Capital and Operating Budget; any required mid-year forecasts and/or budget adjustments; scheduled and ad-hoc monthly and reporting against such budgets.
- Working with manager of the Information Systems and Technology department, designs, plans, implements and operates the District's budgeting systems.
- Coordinates, internally and with external agencies, the assessment and development of various operations and business processes, including the creation and maintenance of required content for the District's web development projects; understands and works within collaborative application environments.
- Assists other departments in understanding and controlling their budgets and financials records and helps resolve inter-departmental problems.
- Working with the CFO and Finance Manager, designs and implements appropriate District-wide internal controls.
- When requested, represents the CFO and/or the Finance Department at internal and external meetings.
- Represents the department to other District departments and vendors; explains and interprets departmental programs, policies and activities; negotiates and resolves significant and controversial issues.
- Conducts and participates in a variety of departmental and interdepartmental, organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Participates in, and makes presentations to, the Board of Directors and wide variety of committee, boards and commissions.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the public agency budgeting field and other areas as they relate to areas of responsibilities.
- Maintains and directs the maintenance of working and official department files.
- Monitors changes in laws, regulations, and technology that may affect District or department; implements policy and procedure changes as required.
- Prepares, reviews and presents staff reports, various management and information updates and reports on special projects as assigned by the CFO.
- Participates as a member of the Administrative Services and District management teams; works cooperatively to address District issues, ensures overall health of the organization, fosters good communication amongst staff, and provides consistent and professional management.

QUALIFICATIONS

Knowledge of principals, practices, procedures, and techniques for:

- Administrative principles and practices including goal setting, program development and implementation and the evaluation and supervision of staff.

- Public agency/governmental budgeting and analysis, and District wide administrative practices.
- General principles of risk management related to the functions of the budgeting and analysis processes and the District, in general.
- Applicable local, state, and federal laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques and procedures.
- Record keeping principles and procedures.
- Modern office practices including computer equipment and software/applications related to the area of responsibility.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to the District staff as well as public, vendors, contractors.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Provide administrative and professional leadership and direction for department and District.
- Prepare and administer departmental annual work plans and budgets; allocate limited resources in a cost effective manner.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Analyze and streamline existing procedures and research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Plan, organize, direct, and coordinate the work of professional, technical, and administrative support personnel; delegate authority and responsibility.
- Select, train, motivate, coach, mentor and evaluate the work of staff and train staff in work procedures.
- Effectively administer special projects and ensure compliance with stipulations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct research projects in areas of responsibility, evaluate alternatives, make sound recommendations, and prepare effective reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English to effectively communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited college or university, ideally with a degree in Accounting or Finance with a public administration focus, and five (5) years of progressively responsible experience in a Budgeting & Analysis or Financial Planning & Control, and at least three (3) years of supervisory experience. A master's degree and public sector experience are highly desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: March 2017
REVISED: December 2017
FLSA: Exempt