



## MANAGER OF CAPITAL BUDGETS

FC: FF119  
PB: 09

BU: 95  
PC: 930  
Revised: July 12, 2004

*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.*

### **DEFINITION**

Directs, manages, supervises and coordinates the activities and operations of the Capital Budget Division within the Capital Development and Control Department including development, management and administration of capital budgets; coordinates assigned activities with other divisions, departments and outside agencies; provides complex administrative support to the Department Manager, Capital Development and Control; and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This class manages and directs the operations of the Capital Budget Division which includes development, management and administration of capital budgets. This class is distinguished from the Department Manager, Capital Development and Control in that the latter is responsible for all activities and operations of the Capital Development and Control Department.

### **REPORTS TO**

This position reports to the Department Manager, Capital Development and Control.

### **EXAMPLES OF DUTIES** - *Duties include, but are not limited to, the following:*

1. Assumes management responsibility for assigned services and activities of the Capital Budget Division including the development, management and administration of capital budgets.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

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3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
5. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
6. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
7. Serves as the liaison for the Capital Budget Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
8. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
9. Provides staff assistance to the Department Manager, Capital Development and Control.
10. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to capital budget programs, policies and procedures as appropriate.
11. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of finance and budgets.
12. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

## **QUALIFICATIONS**

### **Knowledge of:**

Operational characteristics, services and activities of a capital budget program.  
Principles and practices of budget program development and administration.  
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Principles and practices of budget preparation.

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Principles of supervision, training and performance evaluation.  
Related Federal, State and local laws, codes and regulations.

### **Skill in:**

Overseeing and participating in the management of a comprehensive capital budget program.

Overseeing, directing and coordinating the work of lower level staff.

Selecting, supervising, training and evaluating staff.

Participating in the development and administration of division goals, objectives and procedures.

Preparing and administering large program budgets.

Preparing clear and concise administrative and financial reports.

Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Researching, analyzing and evaluating new service delivery methods and techniques.

Interpreting and applying Federal, State and local policies, laws and regulations.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

A Bachelor's degree in accounting, finance, business administration, public administration or a closely related field from an accredited college or university.

#### **Experience:**

Five (5) years of (full-time equivalent) verifiable budget program administration experience which must have included at least two (2) years of administrative and supervisory experience.

#### **Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens.

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### **Physical Conditions:**

Requires maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

**EEOC Code: 01**

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