



DEPARTMENT MANAGER, BUDGET

JC: FF095
PB: 12
FLSA Status: Exempt

BU: 95(NR)
Created: October 2002
Revised: August 2018

*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

Plans, directs, manages and oversees the activities and operations of the Budget Department within the Performance and Budget Executive Office; oversees operating budgets, capital budgets and funds management; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Assistant General Manager, Performance and Budget, and performs related duties as assigned.

CLASS CHARACTERISTICS

This is the full-scope, single position department manager-level classification which manages, through subordinate managers and supervisors, the activities and operations of the Budget Department, including development and implementation of the annual operating budget, management of the District's capital programs including compliance, reporting and position control. The incumbent is accountable for accomplishing all departmental goals and objectives within general policy guidelines. This classification is distinguished from the Department Manager, Financial Planning in that the latter is responsible for overseeing financial and long-range planning functions and fare policy for the District.

REPORTS TO

Assistant General Manager, Performance and Budget

EXAMPLES OF DUTIES – *Duties may include, but are not limited to, the following:*

1. Assumes full management responsibility for all Budget Department services and activities including development and control of the District's budgets; presenting results to the Board of Directors; supporting management, financial, labor, and performance analysis; and developing, recommending, and administering policies and procedures.

2. Supports integration of the annual budget with the BART Strategic Plan; manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. Supports Asset Management activities and analysis relating to annual budget development.
4. Oversees and participates in the development and administration of the departmental budget; approves the forecast of funds needed for staffing, equipment, materials and supplies; approves expenditures and implements budgetary adjustments as appropriate and necessary.
5. Plans, directs and coordinates the department's work plan; assigns projects and programmatic areas of responsibility; reviews and evaluates work methods and procedures; meets with key staff to identify and resolve problems.
6. Establishes, within District policy, appropriate service and staffing levels; monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; allocates resources accordingly;
7. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
8. Assists Controller-Treasurer and outside auditors to ensure the District maintains proper self-insured liability reserves and financial soundness; provides data and consults on issues related to budgets and budget controls.
9. Evaluates and analyzes trends in budget performance; reviews options and makes recommendations to maximize budget resources.
10. Monitors developments and legislation and stays abreast of new trends and innovations in the field of financial analysis; evaluates impact upon District operations; recommends and implements policy and procedural improvements.
11. Selects, trains, motivates and evaluates assigned personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
12. Represents the department to other District staff, elected officials and outside agencies; coordinates activities with those of other departments and outside agencies and organizations.

13. Participates on boards, commissions and committees; attends and participates in professional group meetings; prepares and presents staff reports and other necessary correspondence.
14. Works with the Office of the Chief Information Officer to maintain, develop, and update budget and financial management systems.

QUALIFICATIONS

Knowledge of:

- Operations of a comprehensive budget and financial analysis program.
- Principles and practices of general, fund, and government accounting.
- Principles and practices of budget preparation and administration.
- Principles and practices of policy development and administration.
- Principles and practices of financial planning.
- Principles of supervision, training and performance evaluation.
- Methods and techniques of management analysis.
- Methods and techniques of long-range economic forecasting.
- Principles and practices of program development and implementation.
- Related Federal, State and local laws, codes and regulations.
- Budgeting, financial management and accounting information systems and technology.

Skill in:

- Managing a comprehensive budget and financial analysis program.
- Developing and administering departmental goals, objectives and procedures.
- Analyzing and assessing policies and operational needs and making appropriate adjustments.
- Identifying and responding to sensitive community and organizational issues, concerns and needs.
- Planning, organizing, directing and coordinating the work of lower level staff.
- Delegating authority and responsibility.
- Selecting, supervising, training and evaluating staff.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Managing statistical and financial analysis of budgets.
- Managing studies of financial and budgetary performance.
- Managing performance analysis of District operations.
- Preparing clear and concise administrative and financial reports.
- Preparing and administering large and complex budgets.
- Interpreting and applying applicable 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.

- Developing and using information systems technology for financial planning, budgeting, and analysis.

MINIMUM QUALIFICATIONS

Education:

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

Experience:

Six (6) years of (full-time equivalent) verifiable professional budget and financial management experience which must have included at least three (3) years of management responsibility.

Substitution:

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

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

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

BART EEO-1 Job Group: 0500 – Executives/Managers

Safety Sensitive: No