



## DEPARTMENT MANAGER, OPERATING BUDGETS AND ANALYSIS

FC: FF095  
PB: 12

PC: 960  
BU: 95  
October 2002

*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 Operating Budgets and Analysis Department including operating budgets, financial planning, and management analysis; develops coherent and coordinated financial plans; administers studies on management and financial analysis and performance; coordinates assigned activities with other departments and outside agencies; provides highly responsible and complex administrative support to the Executive Manager, Planning and Budget, and performs related duties as assigned.

### **CLASS CHARACTERISTICS**

This single position class manages, through subordinate managers and supervisors, the overall development, coordination and monitoring of long-term financial plans and annual operating budgets. Also directs management analysis on financial and performance efficiency and effectiveness throughout the District. The incumbent is accountable for accomplishing all departmental goals and objectives and for furthering District goals and objectives within general policy guidelines. This class is distinguished from the Executive Manager, Planning and Budget in that the latter has overall responsibility for all budgetary and broad project management activities.

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

1. Assumes full management responsibility for all departmental services and activities including financial planning and analysis, management and financial analysis and performance studies, and development and control of the District's operating budgets; recommends and administers policies and procedures.
2. Manages the development and implementation of departmental goals, objectives, policies and priorities for each assigned service area.
3. 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.

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4. Plans, directs and coordinates, through subordinate level staff, the Operating Budgets and Analysis 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.
5. Assesses and monitors work load, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement; directs and implements changes.
6. 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 operating budgets.
7. Evaluates and analyzes trends in operating budget performance; reviews options and makes recommendations to maximize budget resources.
8. Directs statistical, financial, and economic studies; presents results to Board of Directors.
9. Reviews and approves agreements and contracts related to capital budget improvement and budget analysis.
10. Monitors developments and legislation related to assigned areas of responsibility; 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. 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.
13. Explains, justifies and defends departmental programs, policies and activities; negotiates and resolves sensitive and controversial issues.
14. Represents the Operating Budgets and Analysis Department to other departments, elected officials and outside agencies; coordinates assigned activities with those of other departments and outside agencies and organizations.
15. Provides staff assistance to the Executive Manager, Planning and Budget; participates on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
16. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of financial analysis.
17. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
18. Works with the Information Technology Department to maintain, develop, and update financial planning, budgeting, and management systems.

**QUALIFICATIONS**

**Knowledge of:**

Operations of a comprehensive financial planning and analysis, operating budget, and management analysis program.  
Principles and practices of general, fund, and government accounting.  
Principles and practices of policy development and administration.  
Principles and practices of ridership reporting and research.  
Principles and practices of financial planning.  
Principles and practices of budget preparation and administration.  
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.  
Mainframe and PC based budgeting, financial management and accounting information systems and technology.

**Skill in:**

Managing a comprehensive operating budget and financial planning and 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 operating 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.

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**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

**Census Code:** 0120 - Financial Managers

**Safety Sensitive:** N