



MANAGER OF OPERATING BUDGETS

JC: FF125
PB: 9
FLSA: Exempt

BU: 95 (Non-Rep)
Created: November 2000
Revised: June 2019

*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

Under general direction, directs, manages, supervises and coordinates the activities and operations of the Operating Budgets Division including the development, implementation, administration and control of operating budgets; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Director of Budgets; performs related duties as assigned.

CLASS CHARACTERISTICS

This full scope supervisory/managerial level classification directs, through subordinate professionals, the daily operations and activities of the Operating Budget Division including the development, management and administration of capital budgets. Classifications at this level are accountable for developing and promoting the accomplishment of departmental goals and objectives as applicable to their respective areas of accountability including responsibility for formulating, administering, or managing the implementation of multiple policies or programs and overseeing and planning future delivery of services. This classification is distinguished from the Director of Budgets in the latter is responsible for managing and overseeing the activities and operations of the Budget Division for the District's Performance and Budget Department.

REPORTS TO

Director of Budgets or designee.

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

1. Assumes management responsibility for assigned services and activities of the Operating Budgets Division including the development, implementation, administration and control of operating budgets.
2. Directs and manages position control and costing for the District's positions.
3. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.

Manager of Operating Budgets

Page 2

4. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
5. 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.
6. Directs and manages position control and costing for the District's positions.
7. Oversees preparation of the District's annual operating budget; prepares and presents budget recommendations to the Board of Directors; implements annual budget decisions and oversees revisions.
8. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice and procedural improvements.
9. Selects, trains, motivates and evaluates accounting personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Manages and oversees 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.
11. Serves as the liaison for the Operating Budgets Division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
12. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
13. Provides responsible staff assistance to the Department Manager, Operating Budgets and Analysis.
14. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to budget programs, policies and procedures as appropriate.
15. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of fund accounting.
16. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Operational characteristics, services and activities of a comprehensive operating budgets program
- Principles and practices of general, fund, and government accounting
- Principles and practices of program development and administration

Manager of Operating Budgets

Page 3

- Methods and techniques of budget administration and financial control
- Methods and techniques of statistical, financial, and management analysis
- Position and reorganization issues
- Principles and practices of procurement
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Overseeing and participating in the management of a comprehensive operating budget program
- Selecting, supervising, training and evaluating staff
- Participating in development and administration of division goals, and objectives
- Leading and guiding team in position control
- Budgeting negotiated wages, benefits, and other labor costs across groups
- Performing complex financial and statistical analyses
- Preparing and interpreting financial forecasts and schedules
- Managing competing deliverables
- Negotiating agreements with funding agencies
- 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
- Establishing and maintaining effective working relationships with work contacts

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Business Administration, Public Administration, Statistics or a related field from an accredited college or university.

Experience:

Five (5) years of (full-time equivalent) professional verifiable experience in financial analysis, budget analysis or related 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 college degree is preferred.

WORKING CONDITIONS

Environmental Conditions:

Office environment; exposure to computer screens.

Physical Conditions:

Manager of Operating Budgets

Page 4

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

BART EEO-1 Job Group: 0050 – Executive Managers
Census Code: 0120 – Financial Managers
Safety Sensitive: No