CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 360.6

Job Title: **BUDGET MANAGER**

Pay Grade: 29

GENERAL SUMMARY:

In the Finance Department, oversees city-wide budget operations including the annual budget development, monthly/quarterly reporting, training, and communication. Manages, directs, and supports budget staff members. Provides training and guidance to city departments on budget preparations and monitoring. Performs complex financial and statistical analyses, studies, and reports. Applies advanced knowledge toward budget development, procedures, and systems.

RESPONSIBILITIES:

- Provides direct supervision to budget analysts.
- Presents and explains complex budgetary and financial analyses and makes sound recommendations to senior management and city departments.
- Reviews and approves budgetary impact of contracts and other items to be placed on the City Council agenda.
- Completes special projects as assigned, working on a wide variety of financial, administrative, professional, management and community issues and problems of medium to high complexity.
- Interprets and applies laws, regulations, policies, procedures for all aspects of the budget process.
- Writes detailed analysis reports with recommendations on a variety of budget and funding issues.
- Manages the annual budget development and reporting.
- Monitors budget to spending levels for City departments.
- Provides strategic solutions to address projected budgetary concerns.
- Quantifies and evaluates budgetary impacts of requested program adjustments.

SPECIFICATIONS:

This job classification is limited to the Finance Department. Other City departments shall not use this job classification or must acquire approval from the Finance Director prior to posting this job classification.

KNOWLEDGE:
Requires a Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

EXPERIENCE:
Six years of professional experience in finance, budget analysis, economics or closely related field are required, with at least two of the years in a lead/supervisory capacity.

SPECIFICATIONS (continued):

SUBSTITUTION:
Experience **cannot** be substituted for the Bachelor's degree requirement. A Master's degree in Finance, Accounting, Business Administration, or a closely related field may be substituted for two years of the above experience requirement.

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytical ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

IMPACT OF ACTIONS:
Errors in work could lead to significant expense and inconvenience. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions, such as hiring, terminations, and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as a Manager or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction involves some explanation and persuasion leading to resolution of moderately complex issues; e.g., project coordination and higher-level problem resolution.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation, e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances, or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job description. Performs related work as required.

JOB FAMILY:
Budget Analyst I
Budget Analyst II
Budget Analyst III
Budget Analyst IV
Senior Budget Analyst

JOB FAMILY (continued):

Budget Manager
Senior Budget Manager

Effective: October 2022
Revised: June 2023