CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 360.7

Job Title: **SENIOR BUDGET MANAGER**

Pay Grade: 30

GENERAL SUMMARY:

In the Finance Department, directs managers in the coordination of 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 on budget development, procedures, and systems.

RESPONSIBILITIES:

- Provides direct supervision to managers and 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 departmental budget to spending levels.
- 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:
Eight years of progressive professional experience related to the activities of the division are required, with at least three of the years in a lead/supervisory or managerial capacity.

SPECIFICATIONS (Continued):

SUBSTITUTIONS:
Experience **cannot** be substituted for the Bachelor's degree requirement. A Master's degree in Business Administration, Public Administration or a field related to the activities of the division may be substituted for two years of non-supervisory experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:
Errors in work lead to significant costs and problems and may have impact on the performance of the department or even the City as a whole. The incumbent generally receives general direction, working from broad goals and policies. The individual may participate heavily in setting his/her own work objectives.

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 subordinate Managers, Supervisors, Professionals and/or other staff in a significant, separately defined and budgeted function performed by multiple levels of staff. 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 Senior Staff, Supervisors, Managers, Assistant Directors and other Executives. Interaction involves explanation and persuasion leading to resolution of complex issues, e.g., project coordination and higher level problem resolution.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or 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 simple gross motor responses within large tolerances.

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
Budget Analyst Manager
Senior Budget Analyst Manager

Effective: October 2022