

**CITY OF LAUDERHILL  
CLASS DESCRIPTION, ~~2008~~ 2020**

**POSITION TITLE: BUDGET OFFICER**

**GENERAL DESCRIPTION OF DUTIES**

Under general supervision of the Operations Administrator, the purpose of the position is to use common procedures and practices, regulations, and organizational policies to develop and implement the City's budget. Employees in this classification perform complex, statistical work. Position is responsible for gathering, extracting, reviewing, verifying, and consolidating a variety of narrative and statistical data. Position is also responsible for supervising the coordination and monitoring of budgetary and various contract activities. Performs related work as directed.

**SPECIFIC DUTIES AND RESPONSIBILITIES**

**EXAMPLES OF ESSENTIAL FUNCTIONS**

Schedules the budget time frame and supervises the distribution of all budget materials.

Instructs and assists department staff with established guidelines and completion of forms.

Evaluates submitted departmental proposals as to fiscal impact and prepares reports of findings for administrative review.

Meets with departments to review work plan goals and objectives.

Reviews interfund charges for completeness and accuracy.

Assists with the City Manager's budget presentation to the City Commission.

Prepares advertisements and proper forms required by Statute for public hearings and adoption of final budget by City Commission.

Reviews department agenda items requiring budget adjustments during the year.

Develops financial forecasting techniques through computer models.

Analyzes reports of findings on revenue and expenditure monitors and advises administration as to potential problems.

Analyzes lifetime costs on items related to collective bargaining.

Reviews and monitors contract requirements and change requests.

Ability to speak before audiences.

Establish and maintain effective working relationships with departments.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude the City from assigning duties not listed herein if such functions are a logical assignment to the position.

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### **MARGINAL FUNCTIONS**

While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.

Operates a variety of equipment such as computers, calculators, copiers, facsimile machines and telephones.

Performs related duties as directed.

### **MINIMUM TRAINING AND EXPERIENCE**

Bachelor's Degree in Accounting, Public or Business Administration; supplemented by four (4) years experience in management analysis or budgeting; Master's degree preferred from an accredited college/university with major coursework in Public Administration, Business Administration, Accounting or related field; supplemented by two (2) years' experience in management analysis or budgeting; or an equivalent combination of training and experience that provides the required knowledge, skills and abilities.

### **SPECIAL REQUIREMENTS**

Valid State of Florida Driver's License

Proficient in the use of Microsoft Office Software applications

### **PERFORMANCE APTITUDES**

**Data Utilization:** Requires the ability to evaluate, audit, deduce, and/or assess data and/or information using established criteria. Includes exercise of discretion in determining actual or probable consequences, and in referencing such evaluation to identify and select alternatives.

**Human Interaction:** Requires the ability provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a variety of reference data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

**Functional Reasoning:** Requires ability to carry out instructions furnished in written, oral, or diagrammatic form. Involves semi-routine standardized work with some latitude for independent judgment concerning choices of action.

**Situational Reasoning:** Requires the ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties, which are often characterized by frequent change.

### **ADA COMPLIANCE**

**Physical Ability:** Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

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**Sensory Requirements:** Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

**Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.

The City of Lauderhill is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Lauderhill will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.