



Budget and Management Services Administrator #02419

City of Virginia Beach – Job Description
Date of Last Revision: 09-01-2020

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 18

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Direct the management of the City's resources through the preparation and administration of the Resource Management Plan (Annual Operating Budget and the six year Capital Improvement Program), and other related documents; manage assigned resources to insure the capacity to achieve departmental objectives; and conduct evaluations and performance reviews of City programs and services.

Representative Work Functions and Responsibilities

Present, lead and facilitate discussion of key issues pertaining to the budget with City Leadership and Citizen groups.

Coordinate with City Attorney's Office on interpretation of law and direct implementation of policies surrounding law.

Direct the preparation and administration of one of the two component documents of the annual Resource Management Plan (Annual Operating Budget or six year Capital Improvement Program) to ensure completion in accordance with legal and administrative guidelines and timeframes.

Direct the preparation of target development (operating or capital).

Direct preparation of correspondence to the MLT conveying Budget and Management Services recommendations.

Direct and prepare complex analyses, summarize conclusions, and make recommendations to the Management Leadership Team.

Prepare and submit required legal notices for publication to news media.

Plan, direct and prepare component sections of the Executive Summary.

Plan and direct routine and annual updates of the various transparency initiatives related to the Resource Management Plan including "Taxpayer Receipt", "Balancing Act", "Open Budget" and "Open Performance."

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Prepare and direct the preparation of relevant ordinances to be included in the resource management plan.

Review agenda requests and ordinances prepared by staff for consideration by the City Council.

Interpret relevant ordinances and policies to ensure compliance.

Prepare recommendations and draft revisions to existing City policy or codes.

Make presentations to citizen groups and city staff including the MLT.

Train city staff on the budget process, grant process, performance measurement, and budgeting techniques and principles.

Respond to media and citizen inquiries related to the budget.

Assume responsibilities of the Director in his absence.

Manage CIP Projects.

Translate departmental goals established by the director into tangible outcomes.

Direct the preparation of evaluations and performance reviews of City programs and services relation to the level of service provided to residents.

Direct the preparation of multi-year revenue and expenditure forecasts and other complex financial analyses.

Direct the implementation of automation efforts and improvements for the department.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on then current workloads and department needs.

Performance Standards

Reports and programs are completed in an accurate and timely manner in accordance with legal and administrative guidelines; schedules for the development of reports and programs are coordinated in a manner to allow the most efficient and effective use of staff resources; office automation and process improvement projects are completed in time to achieve their desired objectives; direction is provided to the staff in a timely, clear and accurate manner; manage staff in an equitable and fair manner in accordance with City policies and procedures; budget related policies and procedures are effectively developed in a clear and concise manner; effectively communicate both orally and in writing with the public, coworkers, other City personnel and the City Manager.

Minimum Qualifications

Bachelor's degree in economics, public administration, business administration or related field and seven (7) years of experience utilizing the knowledge, skills, and abilities associated with such positions as budget analyst, policy analysis or comparable positions OR combination of education (above high school level) and/or experience equivalent to eleven (11) years in fields utilizing the knowledge, skills, and abilities associated with this position.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Preferred Qualifications:

Master's Degree in economics, public administration, business administration a related field.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of modern management techniques.
2. Knowledge of state-of-the-art budgeting policies, procedures and techniques.
3. Knowledge of advanced financial analysis techniques, forecasting techniques and simulations used in municipal budgeting and financial planning.
4. Knowledge of governmental accounting at both the local and state level.
5. Knowledge of city departmental procedures.
6. Knowledge of microcomputers and software.
7. Knowledge of data base design methods and automated budgeting and information systems.
8. Knowledge of performance measurement systems and program evaluation techniques and procedures.
9. Knowledge of policy and procedure creation techniques.
10. Knowledge of team based process improvement and facilitation techniques.

B. Skills

1. Skill in managing employees to ensure the maximum utilization of staff time and effective motivation of professional and clerical staff.
2. Skill in communicating ideas and work requests to the staff.
3. Skill in preparation, interpretation and application of policies, procedures and techniques related to municipal budgeting.
4. Skill in the clear and concise communication (both oral and in writing) of technical information relating to budget matters requiring tact and diplomacy.
5. Skill in the use of a microcomputer and computer software.
6. Skill in program, financial and statistical analysis as related to modern municipal budgeting, evaluation and financial planning.
7. Skill in the design and development of data base budgeting and information systems.

C. Abilities

1. Ability to effectively manage staff resources and formulate goals for project completion.
2. Ability to objectively develop policies and procedures relating to budget issues.
3. Ability to conceptualize the budget process and institute changes to the process.
4. Ability to establish and maintain effective working relationships with city officials, employees and the general public.
5. Ability to use a microcomputer and computer software.
6. Ability to guide and direct the development of performance measures and program evaluation.
7. Ability to interpret complex financial information and formulate recommendations for action.
8. Ability to develop and manage automated budgeting and information systems.

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Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 25 pounds of force on an occasional basis and routine keyboard operations.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, fiscal, legal, or managerial nature and formulates important recommendations or makes technical decisions that have an organization wide impact; requires sustained, intense concentration for accurate results and continuous exposure to unusual pressure.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves a risk of limited to no exposure to any environmental hazards.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

The job requires normal visual acuity, and field of vision, hearing and speaking.

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