

CITY OF CORAL SPRINGS Classification Description

CLASSIFICATION TITLE: Budget & Strategic Planning Manager
FUNCTIONAL AREA: Financial Services Department

WORK OBJECTIVE:

Under administrative direction, the purpose of the position is to develop, plan and implement the City's strategic financial planning and budgeting programs, including the biennial Strategic Plan, annual Business Plan, annual Performance-Based Operating and Capital Budgets, and the Performance Measurement System. Employees in this classification are responsible for researching, analyzing and presenting numerous options for financial management and planning. Work involves the daily operations of budget management, analyses of fiscal conditions, year-end projections, review and monitoring of department budgets, and evaluation of financial alternatives consistent with City goals and objectives.

ESSENTIAL FUNCTIONS:

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 management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Directs, supervises and evaluates professional staff engaged in all phases of budget administration.
- Directs, develops, plans and implements the annual Performance-Based Operating and Capital Budgets; oversees status of all Business Plan goals and Strategic Plan Key Intended Outcomes and reports findings to senior management; plans and administers workshop presentations; publishes appropriate documentation.
- Oversees, organizes and reports data related to the biennial Strategic Plan and Key Intended Outcomes; plans and administers workshop presentations; publishes appropriate documentation; performs situational analysis.
- Directs, develops, plans and implements the annual Business Plan that define service, operations and financial strategies; plans and administers workshop presentations; publishes appropriate documentation.
- Facilitates cross-functional process improvement teams; participates in the Business SWAT Team.
- Develops and generates various reports and presentations for cross-functional task teams, e.g., Business SWAT Team, process improvement teams, conference presentations, privatization bids, quality award competition applications.
- Trains staff to utilize process measurement and process improvement tools.
- Creates, analyzes and reports monthly Financial Operating Statements for the City.
- Researches, analyzes and proposes various options for financial, management and policy review, improvement and changes; develops and writes reports and presentations.³
- Oversees Facility Lease Contract for the Coral Springs Museum of Art, Inc.; acts as liaison for Museum Director.

Budget & Strategic Planning Manager

MINIMUM QUALIFICATIONS:

Education / Certifications / Experience –

Bachelor's Degree in Accounting or related field; supplemented by three (3) to four (4) years progressively responsible experience in accounting or budget analysis and development, within a similar government agency preferred; or an equivalent combination of education, training, and experience.

Knowledge, Skills, & Abilities –

Considerable knowledge of principles and practices of governmental accounting, budgeting, municipal fiscal management and operational analyses.

Considerable knowledge of city codes, City Charter, and Florida Statutes relative to municipal, fiscal and financial management.

Ability to understand and follow written and oral instructions.

Ability to plan, organize, and produce various financial reports; ability to read, update and maintain various records and files.

Ability to access, operate and maintain various software applications.

Ability to operate basic office equipment e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

Ability to establish and maintain effective working relations with all levels of employees, City officials, other government agencies and the general public.

Skill in expressing ideas clearly and concisely, both orally and in writing.

Skill in performing and analyzing routine to highly complex accounting work and financial analysis; ability to recognize and report deviations through audit programs.

Skill in performing routine to highly complex mathematical computations and tabulations accurately and efficiently.

Skill in analyzing and evaluating municipal programs and proposed policies in terms of financial impact.

PHYSICAL REQUIREMENTS:

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).

ENVIRONMENTAL REQUIREMENTS:

Work is performed in usual office conditions with rare exposure to disagreeable environmental factors, e.g., dust, cleaning chemicals/fumes, mild temperature variations.

The City of Coral Springs is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Coral Springs provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.