



BUDGET MANAGER/PURCHASING AGENT

Bargaining Unit: Management

DEFINITION:

Under general direction, plans, organizes, directs and supervises development of the City's budgetary document and the budget development process including budget analysis, short- and long-range fiscal forecasting, and capital planning; performs budget monitoring, performance analysis, and interim financial reporting; provides support to department activities with specific responsibility for implementing purchasing activities in compliance with mandated requirements; overseeing daily activities; responding to a range of inquiries regarding processes or bid status; and achieving department objectives and goals within budget; serves as a member of the Finance Department's management team; makes recommendations regarding departmental policies and procedures, trains, and evaluates assigned staff; and performs other work as required.

CLASS CHARACTERISTICS:

This is a supervisory level classification in the Finance Department responsible for managing the budget and purchasing functions. The Budget Manager / Purchasing Agent is expected to provide resources, system support, and oversight to all subordinate staff. This position is responsible for the successful planning and implementation of the citywide budget process and related fiscal programs, as well as researching contracts, suppliers, equipment and regulations, including evaluation of new products for the purpose of ensuring compliance with budgetary guidelines. The Budget Manager / Purchasing Agent has frequent interaction with staff and leaders of other departments, the City Manager, the Mayor, the City Council, and citizens. The incumbent works as an integral member of various City leadership teams in helping the City achieve its objectives, including public presentations to citizens and other interested parties.

Incumbents in this classification have a broad range of independence within policy and procedural limitations and work under minimal supervision. The incumbent is accountable to the Finance Director for the the quality and efficiency of services directed. While the general parameters of the job are defined, the employee is expected to select and put into effect work procedures and practices which will lead to the effective and efficient accomplishment of Department/Division goals. Recommendations on the improvement of Department/Division activities are expected.

EXAMPLES OF DUTIES (illustrative only):

- Administers bidding process and contracts for vendor performance/compliance within established limits (e.g. prepare specifications, evaluate bids, recommend

vendors, conduct bid meetings, etc.) for the purpose of securing items and/or services within budget and in compliance with regulatory requirements.

- Assists auditors in providing requested information for the purpose of providing necessary documentation for completion of audit.
- Compiles data from a wide variety of sources (e.g. vendors, staff, public agencies, etc.) for the purpose of analyzing issues, ensuring compliance with a wide variety of purchasing policies and procedures, and/or monitoring purchasing processes.
- Evaluates order and bid documentation (e.g. requisitions, change orders, bids, etc.) for the purpose of ensuring proper use of City funds in the acquisition of supplies, equipment and/or services.
- Evaluates vendors for the purpose of determining their capability for performing to established specifications.
- Issues purchase orders, etc. for the purpose of completing purchasing processes in accordance with established procedures.
- Maintains purchasing information, files and records (e.g. Requests for Proposal, purchase orders, vender files, etc.) for the purpose of ensuring the availability of documentation and compliance with established policies and regulatory guidelines.
- Negotiates with vendors for the purpose of resolving purchasing issues and/or ensuring purchases are within state and City requirements/regulations.
- Oversees required processes (e.g. orders, work orders and requisitions for supplies, equipment, conference requests, bids for potential commodities, supplies equipment and services, etc.) for the purpose of acquiring necessary resources to support City operations.
- Participates in unit meetings, in-service training, workshops, etc. for the purpose of conveying and/or gathering information required to perform job functions.
- Initiates short- and long-range revenue policy analysis and develops revenue enhancement strategies.
- Ensures compliance with federal, state and local laws, regulations and codes and provides interpretation of such for taxpayers and City personnel as required.
- Plans and implements citywide budget process and related fiscal programs.
- Manages the timely and accurate presentation of budget documents and financial reports.
- Coordinates budgeting activities with other departments, serving as the primary budget authority.
- Effectively communicates budget preparation calendar and information needs, capabilities, and limitations as well as budget policies, procedures and outcomes to departments, city officials, citizens, and other interested parties.
- Reviews departmental budgetary proposals and makes recommendations on staffing and resource needs and other expenditure requirements to accomplish citywide goals.
- Projects citywide personnel costs on an annual basis and as needed.
- Performs budget analysis, develops financial and capital plans, and prepares short- and long-range fiscal forecasts.

- Conducts a variety of special studies, and prepares and may present various analyses, statistical compilations, and reports to City staff, City Council, or the public.
- Assists in the management of the City's capital financing programs, including debt issuance.
- Researches and implements new budget initiatives that increase the usefulness and clarity of budget presentations and maximizes staff efficiency.
- Facilitates development and implementation of improved processes and standard procedures.
- Participates in the development and implementation of Department goals, policies, and priorities.
- Assists in operational administration of risk management activities as assigned.

QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of education, training, and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Graduation from an accredited college or university with major course work in accounting, financial management, economics, business administration or related field. Five (5) years of progressively responsible professional municipal or government financial management experience with substantial work in, budget preparation, administration, analysis, organization-wide coordination, and supervision. A CPA, CPFO, or similar designation or a graduate degree in Public or Business Administration may be substituted for one (1) year of experience.

KNOWLEDGE AND ABILITIES:

Knowledge Of:

- Knowledge of management principles and practices; principles and practices of governmental accounting and financial management, including Generally Accepted Accounting Principles (GAAP); principles and practices of budget preparation, adoption, administration, evaluation, and coordination; applicable federal, state and local laws and regulations;
- Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: personnel processes; pertinent codes, policies, regulations and/or laws; federal and state purchasing regulations; and budget management and accounting.

Ability To:

- Ability to plan, organize, supervise and participate in the activities of the Budget and Purchasing functions; effectively plan and implement citywide budget process and related fiscal programs; develop financial plans and fiscal forecasts; analyze financial and accounting reports and make appropriate recommendations on projected revenue or cash flow; develop records, systems and procedures to ensure internal control of revenue billing, cash handling and collection operations; develop and implement goals, objectives, policies, procedures, work standards, and internal controls and train staff in their use;
- Communicate with diverse groups; meet deadlines and schedules; work as part of a team; be flexible to changing conditions; work with multiple projects; deal with frequent interruptions and changing priorities; and maintain confidentiality.
- Administer and perform assigned specialized finance activities; interpret and apply state, federal and local laws and regulations related to governmental accounting, financial management,; draw valid conclusions and project consequences of decisions and recommendations; set priorities, meet deadlines and make sound decisions; establish and maintain accurate records; communicate effectively orally and in writing; prepare clear, concise and complete reports and other written materials, and make verbal and multimedia presentations of complex, technical, and/or statistical information; establish and maintain effective working relationships with employees, service providers, and the general public.

LICENSE AND CERTIFICATIONS:

Possession of a valid California Driver's License and have a satisfactory driving record.

WORKING CONDITIONS, ADA AND OTHER REQUIREMENTS:

The City of Union City is an equal opportunity employer. The City of Union City will comply with its obligations under the law to provide equal employment opportunities to qualified individuals with disabilities.

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions.

Travel: Positions in this class may require local and statewide travel as necessary.