

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Budget Coordinator</u>
Sch. & Grade	<u>PAT-11</u>
Class Code	<u>BA24</u>
FLSA Status	<u>Exempt</u>
Bargain Unit Elig.	<u>Not Eligible</u>
Occupational Group	<u>Financial</u>

**PRIMARY PURPOSE:**

Assists, coordinates, and monitors the preparation and administration of the City's budget.

**SUPERVISION:**

Under direct supervision of the Director of Finance and general supervision of the Assistant Director of Finance; supervises and/or directs employees as assigned.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Coordinates, and monitors the preparation and administration of the annual operating budget.
2. Assists with the review of the departmental and agency operating and capital budget submissions; evaluates needs and priorities by meeting with department directors and staff; works with management staff to establish spending priorities.
3. Recommends preliminary departmental and agency operating budget allowances for review and assists with the preparation of the final budget document for presentation to City Council and the general public.
4. Establishes procedures to be utilized by individual departments in preparing and presenting their budgets; responds to questions from City employees regarding budget preparation procedures.
5. Establishes criteria to determine program efficiency and effectiveness to assist in making funding decisions including formulating performance measures.
6. Establishes and utilizes appropriate criteria to evaluate the needs of each department within the City. Assist with the development, presentation, and justification of the recommended annual operating budget to City Council and the general public.
7. Works directly with the Director of Finance in the development, presentation, and justification of the recommended annual operating budget to City Council and the general public.
8. Establishes and maintains credibility with department heads, City Council, and other appropriate groups and individuals with regard to budget issues.
9. Monitors expenditures and revenue to ensure proper budget performance; develops contingency plan if actual revenue and expense differ from the budget.
10. Evaluates budgeting processes and techniques; identifies and analyzes problem areas in budgeting and related systems; demonstrates continuous efforts to improve operations, decrease turnaround times and streamline work as related to the budget process.
11. Responds to and resolves inquiries and concerns from auditors, city officials, regulatory officials, and the general public regarding the budget.
12. Calculates all City salary projections using a specialized salary projection database based on changing needs of the City.
13. Participates in the collective bargaining process by attending meetings and projecting out collective bargaining scenarios and reporting the impact on current and future years to the collective bargaining team.
14. Coordinate, review, and prepare the Annual Fee Study document. This includes presenting the findings to Finance and Administration Committee, City Management and the Developers Input and Issues Group and creating the Fee Study document.
15. Prepares a variety of correspondence and reports related to budget work.
16. Utilizes appropriate computer software applications.

**IMPORTANT FUNCTIONS:**

- 1. Attends conferences, seminars, and other training for professional development purposes.

*Performs related work as required*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Principles, methods and practices of, municipal finance and accounting; research techniques, applicable federal and state laws and regulations; computer software applications including appropriate budget systems; modern office management principles, practices, and equipment.

**Abilities**

Coordinate and monitor the preparation and administration of the City’s budget; work independently with minimal supervision; analyze, interpret and report information; utilize sound independent judgment; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals; communicate clearly and effectively both verbally and in writing; follow oral and written instructions; present an overall professional image; prepare clear and comprehensive reports that are organized; deliver effective presentations; deal effectively and courteously with associates, customers, auditors, outside agencies, and the general public; establish and maintain effective working relationships, which includes credibility and rapport, with those contacted in the course of work ; perform effectively as a member of the team in carrying out the City’s stated mission and philosophy; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Graduation from an accredited college or university with a Bachelor’s Degree in Finance, Accounting, Business or Public Administration, or a related field with a minor or emphasis in Accounting with a minimum of 15 credit hours.. Additionally, five years of responsible experience in budgeting, accounting, financial analysis, auditing, or public policy in a governmental setting is required. A Master’s Degree in Business or Public Administration may be substituted for one year of the required experience.

**Physical Requirements**

Must possess ability to operate a computer keyboard and mouse.

**Working Environment**

Indoors with heating and cooling regulated in a general office environment.

**Licensing/Certification**

None required.

**Miscellaneous Requirements**

Attends periodic meetings during evening and weekend hours.

<b>Last Revision:</b>	December 10, 2018	<b>GENERAL ORDINANCE NO.</b> 6486
<b>Comments:</b>	New position	<b>Date:</b> December 10, 2018

**I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_