



City of Phoenix

DEPUTY BUDGET AND RESEARCH DIRECTOR

JOB CODE 05350

Effective Date: 10/00

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this classification exists is to supervise the preparation and administration of annual and capital budgets and to study organizational systems, programs, and policies using sound research techniques and methods. Considerable responsibility is involved in preparing and administering the annual operating and capital budgets and in developing and communicating alternative solutions to organizational problems. Supervision is exercised over Management Assistants and/or Budget Analysts engaged in budget preparation, program evaluation, capital improvement programming and general administrative research. Work is generally concerned with Citywide budgeting. This class serves as administrative head of the Department in the Director's absence. Duties are performed under the general supervision of the Budget and Research Director.

ESSENTIAL FUNCTIONS:

- Supervises budget staff in evaluating and analyzing departmental budget requests and determining tentative departmental budget allowances to be recommended to the Budget and Research Director;
- Supervises the preparation of the final budget document;
- Oversees the preparation of reports for the City Manager;
- Directs and supervises staff research activities including program analysis and/or budget analysis of selected departments;
- Supervises staff in identifying/researching issues and making recommendations during the annual budget development process;
- Consults with and advises department and division heads in effecting management improvements.
- Conducts presentations to the City Council, public, and City employees;
- Maintains regular and reliable attendance;
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity;
- Works more than forty hours in a workweek without additional compensation to perform assigned job duties, including weekends, evenings, early morning hours, and holidays as required.

Required Knowledge, Skills and Abilities:



City of Phoenix

Knowledge of:

- Research techniques, methods and procedures.
- Principles, methods, and practices of local government finance, budgeting, and accounting.
- Principles and practices of public administration.
- Modern management principles and practices.
- Principles and practices of personnel management and supervision.

Ability to:

- Perform a broad range of supervisory responsibilities over others.
- Analyze, interpret and report research findings and recommendations.
- Perform complex arithmetic calculations and apply basic statistical techniques.
- Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-to-one or group setting.
- Produce written documents in the English language with clearly organized thoughts using proper sentence construction, punctuation, and grammar.
- Work cooperatively with others.
- Work safely without presenting a direct threat to self or others.
- Observe, compare or monitor data to determine compliance with prescribed operating standards.

Additional Requirements:

- Some positions will require the performance of other essential or marginal functions.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of responsible experience in public administration, research and finance, including one year of supervisory experience and a bachelor's degree in public or business administration, management, human resources, industrial engineering, or a related field. A master's degree is preferred. Other combinations of experience and education which meet the minimum requirements may be substituted.