



City of Phoenix
BUDGET AND RESEARCH DIRECTOR
(Non-classified)

JOB CODE 05510

Effective Date: 12/92

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this class exists is to direct the preparation and administration of annual and capital budgets and for the long range fiscal planning within the guidelines established. The incumbent initiates, conducts, and implements administrative research studies and surveys to provide a basis for management control and decision making and applies sound research techniques and methods to the study of administration systems, policies, work methods, scheduling practices and procedures. Supervision is exercised over a staff of administrative interns, analysts, assistants and deputies. The duties of this position are carried out with wide latitude, judgment and discretion, under general supervision and direction of the City Manager or Assistant City Manager.

ESSENTIAL FUNCTIONS:

- Represents the City Manager before the City Council relative to financial management;
- Directs the preparation and administration of the annual operating and capital budgets, and the five-year Capital Improvement Program;
- Directs the review of the departmental and agency operating and capital budget submissions;
- Analyzes recommendations of the budget staff and conducts hearings to resolve differences and facilitate decision making by the City Manager;
- Recommends tentative departmental and agency operating and capital budget allowances;
- Assists the City Manager in developing, presenting and justifying the annual operations and capital budget to the City Council and general public;
- Reviews the staff's analysis of departmental and agency expenditure projections throughout the year;
- Approves, adjusts or disapproves departmental and agency submission of expenditure projections;
- Reviews estimates of City revenues for all funds;
- Reviews the staff's recommendations on major research projects and, if approved, provides guidance as to the scope of the projects and the approach to be followed;



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- 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:

Knowledge of:

- Research techniques, methods and procedures.
- Principles, methods and practices of municipal finance and accounting.
- Modern office management principles, practices and equipment.

Ability to:

- Analyze, interpret and report research findings and recommendations.
- Communicate orally in the English language with customers, clients, and the public in face-to-face, one-on-one settings, in group settings, and using a telephone.
- 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.
- Comprehend and make inferences from written materials in the English language.

Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Performs other essential or marginal functions as assigned.

ACCEPTABLE EXPERIENCE AND TRAINING:

Five years of administrative experience at a senior management assistant level, including three years of supervisory experience, and a master's degree in public or



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business administration or a related field. Other combinations of experience and education that meet the minimum requirements may be substituted.