



# TOWN OF MANCHESTER



## POSITION AVAILABLE

### ASSISTANT BUDGET DIRECTOR

#### Current vacancy in Budget & Research

37.5 hours per week

\$75,000 - \$85,000

Applications will be accepted until the position is filled

**SUMMARY/ ESSENTIAL JOB FUNCTIONS:** The ideal candidate has a thorough knowledge of public budgeting and management analysis, with experience managing large, complex and highly visible projects. The ideal candidate is detail-oriented, with the ability to produce or oversee the production of both written and quantitative work with minimal errors. The ideal candidate can develop solutions to challenging problems independently. The ideal candidate is committed to the Town's values of respect, continuous improvement, teamwork, integrity, diversity and inclusion, and employee engagement. The budget development process is at times fast-paced and time-intensive; the ability to manage multiple tasks under pressure and to manage stress are important attributes of the ideal candidate.

Provides data and performance analytical tools for the Budget Office and departments. Assists departments with budget preparation, analysis, budget requests and approvals. Performs budget analysis work towards the development, management, and support of department and town-wide budgets. Designs and develops reports and analysis from budget and financial records.

**MINIMUM TRAINING AND EXPERIENCE:** Bachelor's degree in Public Administration, Business Administration, Public Policy or degree related directly to assignment area (Master's degree strongly preferred), and four years of related professional budget, financial management, and/or program evaluation experience. Experience with data analytics software, such as Tableau and/or Microsoft BI, and performance management evaluation strongly preferred. Experience in performance based budgeted also preferred. Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee.

#### **EXAMINATION WILL CONSIST OF:**

<u>Parts</u>	<u>Weight</u>	<u>Passing Score</u>
Practical/Technical	40%	80%
Oral Examination	60%	80%

#### **APPLICATION INSTRUCTIONS:**

For more detailed information, and to apply for this position, please visit our website at: [www.townofmanchester.org](http://www.townofmanchester.org). Town of Manchester Online/Print Applications are available under Employment Opportunities. PLEASE NOTE: The Town of Manchester Online/Print Application is the only valid form accepted. Resumes and cover letters submitted without the accompanying Application are not considered complete. Applications submitted through any other site will not be accepted. Faxed or e-mailed applications will not be accepted.

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*