

TOWN OF MANCHESTER
POSITION GUIDE

Title: Assistant Budget Director
Department: Budget and Research Office
Reports To: Budget Director (Budget and Research Officer)

NATURE OF WORK

Under the direction of the Budget Director, performs complex professional and administrative work to assist in the planning, coordination, and supervision of the Town's operational capital and external grants. Local government initiatives related to this position include strategic processing, data operation, and performance-measure management. The budget development process may be fast-paced and time-intensive; the ability to manage multiple tasks under pressure with minimal stress is an important attribute of the ideal candidate.

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 qualitative and quantitative data with a minimum of 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 the ability to manage stress are important attributes of the ideal candidate.

ESSENTIAL FUNCTIONS

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.

Leads Town Performance Measurement program; manages performance measurement systems that track and report progress on performance outcomes; assists in developing strategic organizational goals.

Assists in estimating resources for budget purposes by analyzing and recommending changes in inter-fund transfers and charges, by conferring with department officials about operating revenues, and by analyzing State and Federal legislation and regulations involving the distribution of grant funds to the Town.

Reviews departmental expenditure requests for accuracy and conformance to policy, and meets jointly with department heads and the General Manager for discussion of such requests in connection with preparation of the proposed annual budget document.

Under direction of the Budget Director, provides information and assistance to the Board of Directors in their budget and financial responsibilities. Attends Board of Directors budget hearings and workshop sessions.

Works closely with the Finance Department to help manage and administer the grant application, award, compliance, and financial reporting processes of the Town. This is accomplished by analyzing and modifying grant processes as needed, pre- to post-award; monitoring Town grant expenditures for eligibility with federal, state, and local guidelines; providing monthly and other financial reports to the executive team; ensuring departments are in compliance with all applicable regulations regarding financial and reporting requirements; and maintaining a Town-wide database of all grant applications

and awards received.

Analyzes and writes reports on the effectiveness of work programs and operations and proposed projects in relation to expenditures.

Performs other duties as assigned.

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of organization theory, public administration, budgeting concepts and practices, contemporary management practices, practical concepts of organizational planning and performance, and strong capabilities to motivate and persuade individuals and groups to action.

Knowledge of principles and practices of governmental financial management, governmental budgeting, and high performance organizational principles.

Knowledge in developing/managing original research for business organizations including survey development, analysis of results into actionable forms, and presentation of research and results to executive audiences.

Ability to collect, compile, analyze and interpret data. Strong quantitative analysis capability including mastery of business statistical techniques.

Considerable knowledge of the theory, principles and practices of modern municipal budget preparation and administration, including performance based budgeting.

Knowledge and ability to leverage data visualization software.

Ability to establish and maintain effective working relationships with Department/Division Heads, Town officials, elected officials, the public and administrative personnel.

Ability to express oneself clearly and logically in oral and written form.

PHYSICAL AND MENTAL EFFORT/ENVIRONMENTAL AND WORKING CONDITIONS

Must be mobile, able to push/pull/lift objects of less than 20 pounds, and able to sit for prolonged periods. Able to perform moderately difficult manipulative skills and skills which require hand-eye coordination, such as keyboard skills or using a calculator.

Must be able to see objects closely, as in typing a report; hear normal sounds with some background noise, distinguish voice patterns and communicate through human speech, as in answering a telephone.

Must be able to concentrate on fine detail with constant interruption, attend to task for 60 minutes or more, remember multiple tasks given to self and others over long periods, and understand the theories behind several related concepts.

May be exposed to: dust, electro-magnetic radiation as in computer screens.

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.

Suitable experience may be substituted for educational attainment if deemed appropriate by the General Manager or his designee.

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.

THE ABOVE DESCRIPTION IS ILLUSTRATIVE. IT IS INTENDED AS A GUIDE FOR PERSONNEL ACTIONS AND MUST NOT BE TAKEN AS A COMPLETE ITEMIZATION OF ALL FACETS OF ANY JOB.

Approved, Board of Directors: July 13, 2021, Action # 175-21
Unit: Unaffiliated/915