



CITY OF CHINO

Budget Coordinator

Definition:

Under administrative direction, performs complex accounting and administrative staff assistance; plans and coordinates preparation of the annual City budget; and does related work as assigned.

Class Characteristics:

This is a single position classification providing professional administrative assistance on the budget process. The Budget Coordinator is distinguished from the Management Analyst classification by the specialized knowledge and ability required to execute assigned duties.

Essential Functions:

- Provide staff assistance by performing research and analysis of City-wide financial issues requiring knowledge of related laws, ordinances, codes, and interpretation of City or department policy; prepare and present reports of findings and recommendations.
- Plan, direct, and coordinate administrative services required to prepare the City-wide annual budget; develop the budget calendar; prepare budget instructions and materials for departmental use; monitor and project City revenues and expenditures; analyze budget requests; prepare and present reports of budget activity; prepare the draft and final City budget.
- Participate in the preparation of reports on City-wide fiscal goals and objectives; advise and otherwise provide assistance to the supervisor, Department Directors, City staff, the City Manager, and City Council on the budget process.
- Conduct organizational analysis of the budget and recommend modifications; perform monthly reviews and revenue analysis by department; set up chart of accounts and establish the structure for the chart of accounts; assist departments in preparing budget adjustments and corrections into the accounting system.
- Coordinate and process budget amendments; research City Council actions to identify budgetary funding availability and allocation of resources; monitor and implement grant and capital project financing; identify revenue sources.
- As designated representative, provide liaison to other City departments, and administer or participate in special projects relating to ongoing City-wide issues and programs; coordinate or conduct activities with other City departments, agencies, and organizations contributing views and interests of the Department and the City in execution of assigned duties; represent the Department before Boards and Commissions as required.
- May direct the work of others involved in related activity.
- Interact with co-workers at all levels in the organization in a collaborative and customer service-oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills, and abilities to perform the essential job duties of the position is qualifying. The incumbent will possess the most desirable combination of training, skills, and experience, as demonstrated in his/her past and current employment history. A typical example includes:

Education:

- High School Diploma or G.E.D. (required).
- Bachelor's degree in public administration, accounting, or a related field (desirable).

Experience:

- Two years of responsible staff experience involving project coordination, municipal budget, and financial management activities.

Considerable knowledge of:

- Principles of municipal accounting, auditing, and budgeting.
- Laws, ordinances, codes, and regulations pertaining to municipal fiscal activity.
- Principles of research, statistical analysis, and report preparation.
- Data processing systems/applications.
- Office management.

Ability to:

- Plan and schedule work, set priorities, and monitor work progress.
- Research, prepare, and present complex reports on a variety of subjects.
- Perform complex professional administrative and analytical work requiring sensitivity to issues.
- Direct the work of others involved in related activity.
- Provide liaison to other City personnel, other agencies, and the public.
- Communicate clearly and concisely, both orally and in writing.
- Make decisions regarding operational and personnel functions.
- Deal tactfully and courteously with internal and external customers.
- Respond to emergency and problem situations in an effective manner.
- Understand, explain, and apply policies and procedures.
- Analyze unusual situations and resolve them through application of management principles and practices.
- Perform statistical analysis and mathematical calculations.
- Develop and implement positive public relations and informational programs.
- Operate a computer and utilize a variety of software programs.
- Deal constructively with conflict and develop effective resolutions.
- Understand financial statements and cost accounting reports.

Budget Coordinator

- Establish and maintain effective relationships with the community at-large, the City Council, public officials, boards, agencies, citizen groups, and volunteers.
- Handle confidential matters with discretion.

Special Requirements:

- Possess a valid Class C California Driver License and a satisfactory driving record.
- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I; 7, 12.

Link to description [here](#)

Employee Unit:

Unrepresented Management

Revised: 10/13/06

Replacing Budget Coordinator classification specification (undated).

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