



Midpeninsula Regional Open Space District

BUDGET & ANALYSIS SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, and participates in the daily operations and activities of Budget & Finance Department in the Administrative Services Business Line, including supervision to staff responsible for the Budget & Analysis Functions in the District including, but not limited to, analytical, administrative, budgetary, and internal and external reporting; assists in departmental planning activities to improve organizational productivity and customer service, performs research and analysis; provides consulting services to District departments related to all aspects of budget programs and activities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Budget & Finance Manager. Exercises general supervision over assigned staff.

CLASS CHARACTERISTICS

This is the full supervisory-level class responsible for planning, organizing, supervising, reviewing, and evaluating the work of assigned staff. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. The incumbent organizes and oversees day-to-day activities and operations of assigned area, including participating in short- and long-term planning. Incumbents are expected to independently perform the full range of budget and analysis duties as assigned as well as skill in coordinating work with that of other District departments and public agencies as appropriate. This class is distinguished from the Budget & Finance Manager in that the latter has overall management responsibility for all budget programs, functions, and activities and for developing, implementing, and interpreting public policy.

EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, assigns, supervises, and reviews the development and administration of the department's annual budget; develops and implements the appropriate financial processes, procedures, and systems to ensure the timely and accurate preparation and presentation of the District's annual Capital and Operating Budget; any required reports, reforecasts and/or budget adjustments; scheduled and ad-hoc monthly and reporting against such budgets.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned area.
- Evaluates employee performance, counsels employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Monitors operations and activities of assigned staff; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Participates in the development, administration, and oversight of the department's annual budget.

- Assists with developing, reviewing, and implementing policies and procedures to meet legal requirements and District needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures, assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Assists with the timely and accurate preparation and presentation of required reports for the District's Bond Oversight Committee.
- Participates in the District's annual outside financial audit and any other specialized audits.
- Assists other departments in understanding and controlling their financials records and helps resolve inter-departmental problems.
- Represents the department to other District departments and vendors; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Participates in a variety of departmental and interdepartmental, organizational, and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Participates in and makes presentations to Board of Directors and wide variety of committee, boards and commissions.
- Provides staff assistance to the Budget & Finance Manager; may prepare and present regulatory and staff reports and other written materials.
- Attends and participates in professional group meetings and committees; stays abreast of new trends and innovations in the field of human resources administration.
- Monitors changes in laws, regulations, and technology that may affect District or human resources operations; implements policy and procedural changes as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of principals, practices, procedures, and techniques for:

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Public agency/governmental budgeting, reporting, and analysis, and District wide administrative practices.
- Applicable local, state, and federal laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques and procedures.
- Record keeping principles and procedures.
- Modern office practices including computer equipment and software/applications related to the area of responsibility.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service to the District staff and as required to public, vendors, contractors.

Ability to:

- Assist in developing and implementing goals, objectives, policies, procedures, work standards, and internal controls for assigned program areas.
- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Organize, implement, and direct assigned finance programs and activities.

- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, policies, and procedures.
- Understand, interpret, and successfully communicate both orally and in writing pertinent department policies and procedures.
- Analyze and streamline existing procedures and research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects in areas of responsibility, evaluate alternatives, make sound recommendations, and prepare effective reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Use English to effectively communicate in person, over the telephone and in writing.
- Communicate effectively in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited college or university, ideally with a degree in accounting or finance with a public administration focus, and three (3) years of progressively responsible experience in budgeting/financial administration. A master's degree and public sector experience are highly desirable.

Licenses and Certifications:

- Possession of a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and computer screen; and hearing and speech to communicate in person, before groups and over the telephone. This is primarily a sedentary office classification, although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter and retrieve data using computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Must possess the ability to lift, carry, push, and pull materials and objects weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

EFFECTIVE: July 2024

REVISED:
FLSA: Exempt