



## City of Irving Job Description

### Budget Specialist

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	Multiple Departments
<b>Job Code:</b>	18022	<b>Reports To (Job Title):</b>	Designated Supervisor

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#### PURPOSE

To prepare and monitor the budget of a large Department, including the development of complex reports, while providing general administrative, operational, and financial support.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Prepare annual budget for assigned department, division, or work group, which includes general fund budget, special funds budget, and trending and cost analyses of expenditures.
- Review purchase requests, Departmental Disbursement Requests (DDR's), and travel expense requests, including verifying account numbers, and fund availability, ensuring correct paperwork is forwarded to appropriate City Departments, and disbursing checks. Prepares department expense reports.
- Prepare budget monitoring/account analysis report, which includes reconciling reports, from City accounting department, verifying year-to-date account listing of data entry specifications, and preparing documents/spreadsheets as needed for supporting information, and/or
- Post expenditures into departmental accounting and City budget systems including purchase orders and petty cash vouchers.
- Maintain files to support budget, purchasing, fund receiving, and disbursement.
- Post budget adjustments/transfers to the City financial software.
- Answer inquiries, transferring callers and recording/conveying messages as needed; such inquiries will include, but are not limited to, requests from staff and vendors regarding budget preparation.
- Coordinate the department's purchase card program, including reviewing monthly statements, processing requests for cards, and reallocating funds online.
- Maintain and update the department's contract management file and submit an annual report.
- *As assigned*, process and track all incoming revenue streams for various Federal, State, and County agencies, monitor all grant expenditures; and/or, prepare various reports for external agencies.
- *As assigned*, review and recommend contracts.
- *As assigned*, coordinate meeting room reservations, for both staff meetings as well as meetings involving members of the public; coordinate facility maintenance inspections / repairs.
- *As assigned*, prepare and facilitate time sheet activities.
- Perform other related duties as assigned.

#### If assigned to Animal Services:

- Perform notary duties as needed.
- Serve as the records management liaison, ensuring proper records retention as declared by the Secretary of the State of Texas.
- Process open records requests.

- Serve as Liaison to the Animal Services Advisory Committee, posting agendas, dispersing packets and taking minutes.
- Tally, track, sort, file, assemble, maintain and deliver various records and draft and prepare correspondence including bills, receipts, permits, and other records.
- Inventory supplies and order as needed to maintain supply.
- Work with outside agencies, vendors/contractors and individuals to respond to questions and resolve complaints.

**If assigned to Information Technology:**

- Prepare bid specifications and proposals.

**If assigned to Library:**

- Serve as departmental safety coordinator for the Library system, which entails: investigating injuries and incidents and leading the Library Safety/Security team in recommending responsive actions.

**OTHER DUTIES AND RESPONSIBILITIES**

- Act as department liaison for a variety of engagements, such as: bids, contract renewals, and billing, which includes preparing change orders, ensuring that new procedures are followed, and working with vendors/contractors.
- Provide information to other City departments, including the City Manager’s Office, as requested.
- Maintain and update the departmental organizational chart.
- Perform other related duties as assigned.

**If assigned to Police:**

- Prepare Legal services requests and administrative awards.

**SUPERVISORY RESPONSIBILITIES**

Supervisory responsibility is not a regular part of the position.

**FINANCIAL / BUDGETARY RESPONSIBILITY**

*If Assigned to Information Technology:* Assist the Chief Technology Officer (CTO) with developing the IT and Technology Fund Budgets of \$13,000,000 annually.

*If Assigned to Library:* Assist the Director with developing departmental budget of approximately \$6 million annually. Purchase up to \$1,500 of services & supplies for the Library monthly.

*If Assigned to Police:* Oversee the departmental budget of approximately \$50,000,000.00.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Associates degree or equivalent in subject relevant to position.

### **EXPERIENCE**

- A minimum of two (2) years of related experience

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid, state-issued driver's license may be required.
- *If Assigned to Animal Services*, Notary Public Commission.

### **KNOWLEDGE OF**

- Budget Management: Developing plans & budgets; comparing them against actual activity.
- Accounting: Principles and Practices, including general ledger, accounts payable and receivable.
- Applied Math: Concepts such as fractions, percentages, ratios, and proportions.
- English language: the structure and content of the English language, including the meaning of words and grammar.
- Office Software: Current word processing; presentation, spreadsheet, form building, and database programs used by the City.

### **SKILLS AND ABILITIES IN**

- Accuracy: Paying attention to detail in dealing with numbers, words, and ideas
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Basic Math: Adding, subtracting, multiplying, or dividing quickly.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- System Perception: Discerning when important changes have occurred or likely will in a system.
- Self-Management: Working well independently and without supervision.
- Teaching: Conveying new concepts and confirming comprehension by audience.
- Organizational Strategies: Tracking multiple variables by sorting, grouping, and calendaring.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.

## **GUIDANCE RECEIVED**

### **General Instructions and Established Precedent/Procedures**

Follows general supervisory instructions, as well as policies and precedents open to judgment in some areas and more specific guidelines, policies and procedures in others. Based on knowledge of policies, precedents and procedures, may assist others with standard work methods and problems.

**Note:** At departmental prerogative, instructions and procedures may be more direct and/or specific.

## **CONTACTS**

Vendors, School Districts, various Federal, State and County agencies; and other City Departments.

## **EQUIPMENT AND PROPERTY**

Calculator, computer, and copy/fax machine, telephone, printer, and, *if assigned to Library*, the following: sign-maker equipment, overhead projector, City vehicle, AV and sound system equipment, and security panel alarms.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee is constantly required to listen and/or see. Frequently, s/he is required to sit, pull, push, lift up to 10 pounds, stand, talk, and/or walk. Occasionally, s/he must carry, drive a vehicle, bend, and/or reach. In rare instances, s/he is required to stoop. Specific vision abilities required by this job include close and distance vision.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The work environment is quiet and reasonably free of hazards.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.