



## City of Kansas City, Missouri Job Class Specification

**Job Title:** BUDGET OFFICER

**Department:** FINANCE

**Job Code:** 1680

**Status:** EXEMPT

**Grade:** UNCLASSIFIED

**Summary**

This position requires highly responsible staff work that involves directing the preparation and administration of the municipal budget, the City's five-year business plan, and research studies of administrative systems, policies, practices, and procedures of the municipal organization.

Work involves responsibility for the overall direction and coordination of the Budget Office. Work also involves the conduct and implementation of research findings and recommendations that would lower costs and increase the effectiveness of the municipal organization. Extensive responsibility is involved in coordinating the construction and administration of the annual budget and capital improvement and long-range fiscal planning programs. Work generally involves projects not within the scope of responsibility of any one city official, and is concerned with the coordination of the total research effort of the organization to effect improvements in municipal services. Work accomplishment is determined by the evaluation of plans formulated and placed in operation.

**Duties and Responsibilities**

- Supervises the conduct of administrative research, studies and surveys, and the collection of data and information to be used in administrative, fiscal, budgetary, and procedural analyses.
- Prepares recommendations for the improvement of administrative planning, organization, and operation.
- Assists with the installation of new programs, systems, procedures, and methods of operation.
- Oversees the development of the City's budget, strategic and financial plans, and the implementation of public engagement activities that seek resident input on matters pertaining to same.
- Analyzes and reconciles proposed expenditures with anticipated revenues; assists in the preparation and administration of the annual budget; recommends improved methods of budget construction and administration.
- Directs and coordinates a moderate sized staff engaged in the conduct of administrative research, budget administration and systems analyses work.
- Aids in the preparation of the annual activities report and other public information reporting activities.
- Presents the City Manager's recommended budget to the Mayor and Council for their review; supervises the preparation of necessary statistical data, supporting schedules, and analyses of tentative budget appropriations and revenues.
- Plans and coordinates implementation of computer and electronic systems to employ latest technology.
- Ensures that subordinates comply with established laws, ordinances and related regulations; prepares legislative initiatives to achieve maximum results.
- Determines objectives and policies of the division to carry out priorities of the Director of Finance.
- Performs related duties as required.

**Technical Skills**

Extensive knowledge of:

The principles and practices of public administration.

The principles, methods, and practices of municipal finance.

Administrative budgetary and systems research techniques, methods, and procedures.

Thorough knowledge of:

The fundamental programs, organizations, and laws and ordinances governing municipal operations.

Modern office management principles, practices, and equipment.

Ability to:

Exercise mature judgment and discretion in the analysis, interpretation, and reporting of research findings.

Plan, organize, direct, and review the work of subordinate personnel in a manner conducive to full performance and high morale.

Establish and maintain effective working relationships with associates, subordinates, governmental officials, and the general public.

**Education and Experience**

Accredited Master's degree in public or business administration, finance, accounting, or related field, and six (6) years of progressively responsible professional experience in public or business administration, including three (3) years supervisory experience at the level of Senior Analyst or higher.

OR

Accredited Bachelor's degree in public or business administration, finance, accounting, or related field, and eight (8) years of progressively responsible professional experience in public or business administration, including three (3) years supervisory experience at the level of Senior Analyst or higher.

**Certificates/  
Licenses/Special  
Requirements**

GFOA Certified Public Finance Officer (CPFO) or ICMA Credentialed Manager (CM) desired but not required.

Must pass a background check as prescribed by the City.

**Supervisory  
Responsibility**

Supervision is exercised over a group of administrative and budget analysts.

**Supervision  
Received**

Work is performed under direction of the Finance Director.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

**Created****Revised**

4/73

06/03, 9/06, 8/10, 01/13, 2/13, 4/16, 7/18, 01/24