

CITY OF UTICA

NOTICE OF VACANCY

THE CITY OF UTICA

announces that a vacancy exists at the City of Utica for

BUDGET DIRECTOR

Salary: Commensurate with Education and Experience
Eligible for Medical, Dental, Vision Insurance – 20% contribution
Membership in the NYS & Local Retirement System is mandatory

Distinguishing Features of the Class:

This position exists in the Office of the Mayor and involves responsibility of preparing, analyzing, and controlling the city budget. The work is performed under general direction of the Mayor. The incumbent has the responsibility for the control of expenditures and revenues of all units of city government. This position also involves responsibility for assisting the Mayor with coordinating day-to-day office management and administrative functions. An understanding of office rules, procedures and policies is required.

This position calls for the exercise of independent judgment in the application of prescribed procedures and methods to routine cases. Responsibilities also include working closely with various city departments and offices in investigating, analyzing and making recommendations on the various aspects of budget and office administration. Supervision is exercised over the work of the office staff. Does related work as required.

Typical Work Activities:

Distributes budgetary forms to operating departments and assists in their completion;
Reviews budget requests of all city departments;
Drafts a tentative budget from departmental estimates for presentation to the Board of Estimate and Apportionment;
Maintains control accounts of each appropriation and allotment and of all revenues and receipts;
Correlates the revised budget estimates of the Board of Estimate and Apportionment;
Responsible for the compilation, preparation, and analysis of a variety of complex financial and statistical records and reports;
Uses judgement and experience in making decisions in accordance with established policies and procedures;
Assists in the formulation of policies and procedures;
Consults with administrative and legislative officials regarding the budget;
Advises the Mayor regarding current problems and progress of over all personnel programs;
Conduct public relations;
Keeps abreast of city, state, and other rules, regulations, and policies regarding this department;
Monitors expenditures to maintain budgetary control;
Participates in professional conferences/training programs when requested;
Operates office equipment as required;
Performs a variety of related duties as necessary and as requested by the Mayor for the efficient execution of administrative functions of the department.

Required Knowledge Skills and Abilities:

Thorough knowledge of current work methods relating to budgetary control over administrative organizations; thorough knowledge of the basic principles of public finance; thorough knowledge of principles and techniques involved in administrative methods and procedures studies; good knowledge of the functions and structure of city government; ability to evaluate financial records; ability to make difficult budget and accounting analyses; ability to present clear and concise financial reports; ability to establish

and maintain effective relationships with employees, and department heads; ability to supervise the work of others; ability to maintain confidentiality of all aspects of this department; ability to secure the cooperation of others; resourcefulness in the solution of complex accounting and budgetary problems; a high degree of accuracy; mental alertness; good judgment; neatness; accuracy; tact and courtesy.

Applications:

Resumes should be submitted to City of Utica, Attention: Civil Service, 1 Kennedy Plaza, Utica, New York 13502. Resumes must be received by the Civil Service Office no later than: August 10, 2017.

Preference may be given to City of Utica residents. For more information about this position, please call (315) 792-0227.

THE CITY OF UTICA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

It is the policy of the City of Utica to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

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