



HOW TO APPLY:

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Select "Future BART Employees"

Job ID: 8424

If you have further questions, please email the Employment Help at employment@bart.gov, between the hours of 8:15am - 5:00pm, Monday- Friday.

Job Title (Job ID 8424)

Director of Budgets (Non-Represented)

Pay Rate

\$147,736 - \$223,819 / annually (Non-Represented Pay Band 12)

Note: Initial salary offer will be between \$160,000 - \$196,000 (commensurate with experience)

Open Date

October 16, 2019

Close Date

November 15, 2019

Current Assignment

The incumbent plans, directs, manages and oversees the activities and operations of the Budget Department including development and implementation of the annual operating and capital budgets; management of the District's capital grant compliance and reporting; fiscal reporting; position control; financial and staffing study support; coordination of assigned activities with other departments and outside agencies; complex analytic support to the Assistant General Manager - Performance and Budget; and related duties as assigned.

The successful candidate will demonstrate skills and experience in the following areas:

- Effectively presenting, advancing and managing a public agency budget
- Prioritizing agency resources and implementing sustainable fiscal strategies and programs
- Developing and implementing public agency budget controls
- Familiarity with an Enterprise Financial Management System or similar database systems

Essential Job Functions

1. Assumes full management responsibility for all departmental services and activities including development and control of the District's operating and capital budgets; presenting to the Board of Directors; supporting management, financial, labor, and performance analysis; and developing, implementing policies and procedures.
2. Supports integration of the annual budget with the BART Strategic Plan, BART's Asset Management Plan, and long-term financial plans; plays a key role in developing District-wide financial strategies and policies and leads efforts to develop and implement process improvements.
3. Oversees development and administration of the department's budget, goals and priorities; approves staffing and non-labor expenditures; and implements budget adjustments as appropriate.
4. Plans and directs the department's work plan; assigns projects and programmatic areas of responsibility; evaluates work methods and procedures; works with key staff to identify and resolve problems.
5. Establishes and maintains relationships across the District to understand and advance District-wide priorities.
6. Work with stakeholders and departments throughout the District to develop and maintain appropriate budgets and reserves and maintain financial stability across the District.
7. Evaluates and analyzes trends in budget performance; reviews options and recommends strategies to maximize resources.
8. Monitors developments and legislation and stays abreast of trends and innovations in the field of public agency budgeting and financial analysis; evaluates impacts of budget decisions upon District operations; recommends and implements policy and procedural improvements.
9. Represents the department to other District staff, elected officials and outside agencies; coordinates activities with those of other departments and outside agencies and organizations.
10. Participates on boards, commissions and committees; attends and participates in professional group meetings; prepares and presents staff reports and other necessary correspondence.
11. Works with the Office of the Chief Information Officer to maintain, develop, and update budget and financial management systems.

Minimum Qualifications

Education:

Bachelor's degree in business administration, public administration, economics, finance, or a related field from an accredited college or university.

Experience:

Six (6) years of (full-time equivalent) verifiable professional budget and financial management experience which must have included at least three (3) years of management responsibility.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

Knowledge of:

- Operations of a comprehensive budgeting and funds management programs for both operating and capital funds
- Principles and practices of general, fund, and government accounting.
- Principles and practices of policy development and administration.
- Principles and practices of budget preparation and administration.
- Principles and practices of capital funds management and reporting.
- Principles of supervision, training and performance evaluation.
- Principles and practices of program development and implementation.
- Related Federal, State and local laws, codes and regulations.
- Enterprise Performance Management budgeting and financial management

Skill In:

- Managing a comprehensive operating budget and capital funds management program.
- Developing and administering departmental goals, objectives and procedures.
- Analyzing and assessing policies and operational needs and making appropriate adjustments.
- Identifying and responding to sensitive community and organizational issues, concerns and needs.
- Planning, organizing, directing and coordinating the work of lower level staff.
- Delegating authority and responsibility.
- Selecting, supervising, training and evaluating staff.
- Researching, analyzing and evaluating new service delivery methods and techniques.
- Managing statistical and financial analysis of budgets.

- Managing studies of financial and budgetary performance.
- Managing performance analysis of District operations.
- Preparing clear and concise administrative and financial reports.
- Preparing and administering large and complex budgets.
- Interpreting and applying applicable Federal, State and local policies, laws and regulations.
- Communicating clearly and concisely, both orally and in writing.
- Establishing and maintaining effective working relationships with those contacted in the course of work.
- Developing and using information systems technology for financial planning, budgeting, and analysis.