

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

BUDGET ASSISTANT

GENERAL

Performs administrative, technical and clerical work in the collection and presentation of documentation required in the development and administration of the budgetary activities of the City. Work involves responsibility for performing a variety of budget review and amendment functions including staff support and fact gathering research, compiling, and verifying budgetary information for completeness, accuracy and adherence to guidelines. Work is performed with relative independence on routine technical matters. Work is performed under direct supervision of the Assistant to the City Manager.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Assist with the preparation and updating of the annual budget calendar.
- Assist with reviewing the budget manual and capital improvement plan manual for grammatical errors, calendar dates, and overall appearance.
- Assists with the preparation of the reduction ranking memo(s).
- Establishes department/division budget levels in Naviline.
- Assists in the preparation and the distribution of budget folders,
- Upon receipt, reviews budget folders for completeness.
- Provides security access, to appropriate personnel, in financial system.
- Coordinates and prepares non-profits funding requests for City Commission approval.
- Coordinates and performs clerical/secretarial services: makes arrangements for events and meetings; assists with payroll; makes travel arrangements; screens telephone calls.
- Provides budget review committee secretary duties.
- Assists in preparing budget adjustments.
- Assists with identifying budget amendments on Commission agenda package.
- Maintains records and statements by entering new data when necessary.
- Attends Community Bus quarterly meetings.
- Assists with updating the capital replacement plan.
- Assists in the preparation and distribution of the preliminary and final budget(s).
- Prepares routine correspondence for the Budget Office or administrative superiors; maintains files of all budget adjustments for reporting purposes; types purchase orders, cash requisitions and arranges for payment of other City obligations.
- Serves as liaison and technical resource for the Budget Office and other department and division personnel
- Serves as back-up for both the City Manager's Executive Secretary and Clerk to the Special Master.
- Receives and responds to telephone inquiries from City employees and the general public.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of basic structure, use, and function of governmental budgeting methods, accounting systems and administrative policies.
- Knowledge of purchasing policies and procedures.

- Knowledge of modern office practices and procedures and of business English, spelling and commercial arithmetic. Must possess the ability to make arithmetic computations and tabulations rapidly and accurately.
- Ability to understand governmental budget and accounting terminology, policies and procedures.
- Ability to conduct research, assemble data, and prepare reports.
- Ability to perform complex clerical work with very little supervision.
- Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials.
- Skill in the operation of a typewriter and personal computer.
- Ability to establish and maintain effective working relationships with officials, other employees and the general public.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Graduation from high school or possession of an acceptable equivalency diploma. Supplemental course work in business math or accounting preferred; extensive experience in general clerical and paraprofessional administrative work including some experience in report preparation and utilization of spreadsheet applications.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling. Some lifting of boxes.

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

SPECIAL REQUIREMENTS

None

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Bargaining Unit: Non-Bargaining

FLSA: Non Exempt

Classification: 19/50

Location: Budget Office

GERS: Regular Class