

# **BUSINESS OPERATIONS MANAGER - BUDGET DEVELOPMENT**

## **Department of Public Works - Administrative Services Division**

**THE PURPOSE:** The person in this position is responsible for providing a range of financial services within the Department of Public Works (DPW), including preparing capital and operating budgets; coordinating and administering financial services; monitoring departmental expenditures; preparing management financial reports; and analyzing departmental program policies.

### **ESSENTIAL FUNCTIONS:**

- Prepare, coordinate, and review documents and material related to the Public Works' operating and capital budgets.
- Prepare various financial management reports for review by the Commissioner of Public Works and DPW Division Managers.
- Develop expenditure projections, and monitor departmental capital and operating budgets throughout the year.
- Coordinate the disposition of snow and ice fee complaints.
- Provide fiscal analysis of DPW programs.
- Assign tasks and supervise the work of a graduate intern.

### **MINIMUM REQUIREMENTS:**

1. Bachelor's Degree from an accredited college or university in Public Administration, Business Administration, or a closely related field.
2. Three years of progressively responsible experience in financial management, policy analysis, or governmental budget development.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

***NOTE:** Equivalent combinations of education and experience may also be considered.*

### **DESIRABLE QUALIFICATIONS:**

- Master's degree in Public Administration, Business Administration, or a closely related field.
- Experience using a computerized accounting system, ideally Oracle/PeopleSoft financials.

### **KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:**

- Excellent oral and written communication skills.
- Proficiency using spreadsheet and word processing software.
- Knowledge of governmental accounting principles desirable.
- Analytical and mathematical skills.
- Good interpersonal skills; ability to interact effectively with other representatives of City agencies, the public, and elected officials.
- Supervisory skills.
- Ability to work in a self-directed and well-organized manner.
- Honesty and integrity.

**CURRENT SALARY RANGE (08) IS: \$55,910-\$78,271 annually.**

#07-108 - MMC (TK)

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