



# BUDGET ADMINISTRATOR

## City of Tucson, Arizona



### ■ THE COMMUNITY

The Sonoran Desert surrounds Tucson with majestic mountain ranges and lush desert valleys. Nearly one million Tucsonans enjoy as many as 350 days of sunshine each year and average temperatures of 83 degrees. No matter what you love to do outdoors, with twenty-seven thousand acres of park land, there are many beautiful places to hike, climb, bike, ride and camp. The southern Arizona region is ranked as one of the five best areas in the United States for bird watching. Golfing is available year-round with over forty public and private golf courses. The mild winters are enjoyable, but if you are missing a little of that northern winter chill you can experience the snow covered slopes on Mt. Lemmon only an hour away.

Nicknamed the Old Pueblo, Tucson is Arizona's second largest and oldest city blending Indian, Spanish, Mexican and Anglo heritages. It retains the charm of its frontier roots and is highlighted by beautifully colored sunsets that profile the rich cultural community heritage and progressive growing future. The museums, galleries, theaters, dance companies, classical and contemporary musical events and community events and festivals are plentiful within this natural desert environment. Tourism contributes almost \$2.5 billion annually to the local economy and will continue to be a major contributor to the region's economic base.

*What Makes a Place Great?*

Learn more about our beautiful community by watching the Tucson Regional Economic Opportunities video: [www.youtube.com/watch?v=zRkVIPdatPI](http://www.youtube.com/watch?v=zRkVIPdatPI)

### ■ THE CITY AND THE BUDGET

The City's budget is developed annually under the direction of the City Manager using Mayor and Council budget policies. The Fiscal Year 2015 combined total budget for all funds is \$1.265 billion.

Like most municipal governments, Tucson has been faced with difficult decisions and challenging budgets since the economic downturn. For Fiscal Year 2015 the City utilized the Priority Driven Budgeting process to evaluate all General Fund departmental programs and potential efficiencies with the goal to build a budget that allows the City to enhance basic services observable to the community while operating within the City's fiscal means. Through innovation, the City has been able to make many investments in its future; however, future challenges still remain.



## ■ BUDGET ADMINISTRATOR

The City of Tucson is seeking a highly competent Budget Administer for the Office of Budget and Internal Audit. As a direct report to the Program Director, this key position is responsible for the supervision and management of the budget staff and provides critical support and assistance in planning, developing and monitoring of the City's operating and capital budgets and assumes the responsibilities of the Program Director in their absence.

The ideal candidate will be analytical, detail-oriented with an inherent understanding of municipal finances; experienced in annual budget development, financial forecasting, and comprehension of different budgeting methods is crucial. The position:

- Compiles and analyzes statistical and financial data as the basis for preparing schedules, tables, charts and narrative summaries.
- Ensures that Government Finance Officers Association (GFOA) guidelines are incorporated in documents and policies and practices adhere to City and State requirements.
- Provides and coordinates departmental support in preparation for quarterly financial reviews between other departments and senior management which includes trend identifications and fiscal year-end forecasts.
- Completes special assignments that are broad in scope and require considerable use of independent judgment and initiative in making difficult technical decisions.

Candidates will have a proven track record of delivering results, building accountability for staff, and creating a positive working environment characterized by teamwork and innovation. The ideal candidate will:

- Be a confident leader with excellent interpersonal skills who has a track record of building consensus and cooperation among staff based on an environment of trust and integrity.
- Possess a flexible "can-do" attitude focused on high levels of customer service and a willingness and ability to pitch in and help when needed to get any job done.
- Have the ability to look at the big picture and to understand and address the current and future financial needs of other departments and the City as a whole.
- Be able to organize and effectively express ideas through oral and written communications to a wide variety of audiences, such as City Council, staff, citizens, community groups and other City boards and committees.

- Have the ability to explore, evaluate and recommend policy choices for complex issues such as capital projects, organizational efficiencies, and other research projects.
- Be highly skilled at using accounting systems and have advanced capabilities with Excel and/or Access to supplemental financial reporting and analysis.

## ■ QUALIFICATIONS

The successful candidate will have extensive knowledge of principles and practices of municipal budgeting and possess a blend of analytical and interpersonal skills to ensure consistent high quality work and exceptional customer experience.

### Required:

- Bachelor degree in Finance, Economics, Business/ Public Administration, Accounting or related field.
- Five years relevant supervisory experience in budget development and administration.
- Five years experience in a supervisory management capacity involving overseeing and managing supervisors and managers. This supervisory management experience may be in any functional area.

### Highly desirable:

- Master's Degree in Public or Business Administration
- Certified Governmental Financial Manager
- Certified Public Accountant

## ■ COMPENSATION AND BENEFITS

The salary is dependent upon the qualifications and experience of the successful candidate. The salary range is \$65,041 – \$110,385. The City of Tucson offers employees an excellent fringe benefit package, including a defined pension plan, a voluntary deferred compensation 457 plan and 401(a) plan, health, dental and life insurance, sick and vacation accruals.



## ■ APPLICATION AND SELECTION PROCESS

To be considered for this excellent career opportunity, you must apply on-line at [www.tucsonaz.gov/jobs](http://www.tucsonaz.gov/jobs). However, a cover letter with current salary, resume and six work-related references must be emailed by August 17, 2014 to:

**Roxie Escarcega, Lead HR Analyst**  
**City of Tucson Human Resources**  
**E-mail: [Roxie.Escarcega@tucsonaz.gov](mailto:Roxie.Escarcega@tucsonaz.gov)**  
***Subject line must read: Budget Administrator***

Application materials will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be invited to an oral board interview which may include a practical examination. The top candidates may be invited to a follow-up interview with the Director of Budget and Internal Audit. An offer of employment is expected shortly thereafter following extensive reference and background checks.

*The City of Tucson is an equal opportunity employer that is both child and family friendly, as well as a drug and alcohol free workplace. Diverse candidates are strongly encouraged to apply.*

