



BUDGET DIRECTOR (FINANCIAL SERVICES DIRECTOR)

BASIC FUNCTION

Under administrative direction, direct the staff and activities essential to the development, preparation, review, analysis, evaluation and administration of the District's budget; evaluate fiscal impact of budget submissions and related issues on departmental budgets and Districtwide budget; oversee staff in the tracking and monitoring of budget expenditures, ensuring that allocated funds have been spent appropriately; develop and implement budgetary control procedures; develop and review financial scenarios and models, advising senior leaders regarding financial impacts of existing and proposed budgets.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed

- x Plan, direct, oversee and evaluate the work of professional, technical and support staff in preparing and maintaining the budget, creating a long term forecast, and supporting the District with financial analyses on critical decisions.
- x Lead and manage the annual budget development process, prepare and present recommendations regarding the annual and biennium operating budgets across several funds.
- x Analyze, monitor and report on expenditures in relation to authorized budgets; confer with authorized budget holders and provide analytical and technical support to all divisions of the District regarding issues that impact the District's budget.
- x Direct and monitor staff in the examination of budget programs.
 - x Facilitate the compilation of statistical, fiscal, and program information for the formation and administration of budgets and budgetary allocations.
 - x Coach and support the budget team to identify opportunities to provide high impact recommendations that will help the District operate more

efficiently and deliver on its established goals

and objectives.

- x Demonstrate a commitment to the Portland Public Schools strategic plan and equity initiatives by developing a thorough knowledge and application of them; participating in staff development, in services and trainings related to diversity, equity and inclusion in the workplace and in K-12 education; modeling

appropriate behaviors, developing, recommending and implementing improvements to business practices with awareness and understanding of their impact in a racially and culturally diverse community.

- x Participate and represent the District and/or lead meetings, workshops, seminars and in services related to public agency budgeting and government financial services.
- x Build relationships with peers in neighboring districts and at the State Department of Education in order to understand trends, policy analyses and any related insights.
- x May serve as a District representative in collective bargaining and negotiations.
- x Perform related duties as assigned.

Note: At the end of some of the duty statements there is an italicized "E", which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

EDUCATION AND EXPERIENCE

Education: A Bachelor's degree in Accounting, Business Administration, or related field

Experience:

- x Five (5) years of experience developing, monitoring, analyzing and overseeing highly complex budgets in excess of \$50 million in a full service public agency or in the private sector
- x Two years of supervising professional staff

A Master's degree in one of the above identified fields may substitute for two years of the required experience. Any other combination of education, training and experience which demonstrates the candidate is likely to be successful in performing the duties of the position may also be considered.

CROSS GROUP COORDINATION

- x Effectively coach, mentor and train staff, individually and collectively
- x Ability to motivate, influence and optimize senior leadership, stakeholders and r