

BUDGET TECHNICIAN

DEFINITION

Under supervision, performs technical and clerical work associated with preparation and administration of the City budget.

SUPERVISION RECEIVED/EXERCISED

This classification receives supervision from a Division Manager or designee. This class does not exercise supervision.

DISTINGUISHING CHARACTERISTICS

Budget Technician is a technical class assigned to the Budget and Management Studies Division. The incumbent completes a variety of technical and clerical assignments associated with preparing and administering the annual budget. This class differs from Budget Analyst in that incumbents of the latter perform more complex analytical and administrative assignments and are expected to complete assignments with minimal supervision and direction.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

may include, but not limited to, the following:

Coordinates and plans the clerical resources necessary to complete the preparation of the budget document.

Composes a variety of correspondence, reports and forms; performs routine clerical work including mail distribution, compiling and assembling data and summaries, photocopying and maintaining a variety of records and files.

Provides administrative staff support to the Budget Manager and Budget Analysts; maintains complex and technical budget records.

Assists in the design, development, preparation, and administration of the annual budget.

Reviews, researches, analyzes and prepares routine, non-departmental budget documents, such as the Master Fee Schedule; develops recommendations for review.

Performs a variety of record keeping tasks including those related to division personnel, payroll, purchasing and budget.

Researches and makes recommendations on requests involving assigned budget units.

Operates a computer and standard software applications to perform complex word processing and other automated applications.

May represent the division to develop and monitor coordinated city-wide clerical processes and procedures for preparing the budget.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Local government structure and procedures.

Terminology, methods, techniques, and practices of data collection, report writing, and budget administration.

Recordkeeping principles and practices.

Skill to:

Operate office equipment, a computer and a variety of word processing and software applications.

Ability to:

Understand, interpret, and apply rules, policies, and procedures.

Communicate effectively, orally and in writing.

Operate a personal computer and use spreadsheets and related computer software.

Collect data and prepare reports and correspondence.

Interpret and edit written materials.

Follow oral and written instructions.

Perform accurate mathematical computations.

Perform accurate data entry.

Establish and maintain effective working relationships.

Create and maintain a variety of records and logs.

MINIMUM QUALIFICATIONS

Education:

Possession of a high school diploma or completion of GED equivalency;

AND

Experience:

Four years of increasingly responsible clerical experience which included assisting with municipal or governmental agency budget preparation. Satisfactory completion of accredited college or university course work in public/business administration, or related field may be substituted for up to two years of the required experience with thirty semester units equaling one year of experience.

Special Requirement

Possession of a valid California Driver's License may be required at time of appointment.

APPROVED: _____
Director of Personnel Services

DATE: _____