

**This is an unclassified position which will be appointed by the Mayor.
Compensation for this position is \$90,000 ~ \$120,000. This position is currently a 2-year Term.**

City of Waterbury
BUDGET DIRECTOR

General Overview:

This is an appointed/elected position as set forth in §§ 4-2(b) and 7A-2(b) of the Charter of the City of Waterbury for a term of two (2) years and may be extended by ordinance in order to remain coterminous with the term of the Mayor. This is a responsible senior professional and administrative position. In addition to overseeing the development and execution of the City budget, the Budget Director in a staff capacity advises the Departments of Finance, Revenue Collection and Assessment on the budget's adopted tax policies and collection rates and any other difficult or unusual fiscal problems encountered. Frequently he/she is called upon to represent the Mayor in negotiations with officials of other governmental and private agencies. The work is performed in accordance with policies established by the Mayor and City's Charter requirements regarding Budget development and implementation. Supervision is exercised over the staff of immediate office, and oversight supervision exercised over-all budget and fiscal affairs of the City.

Essential Duties and Responsibilities:

Directs the preparation of departmental estimates, makes recommendations to the Mayor and the Board of Aldermen for action on estimates and sees that departments operate within their budgets; Investigates and recommends whether Board of Aldermen should approve requests for transfer of funds; Conducts investigations of the functions, organizations and accounting of operating departments and recommends improvements and reports results to the Mayor and Board of Aldermen; Develops and forwards to the Mayor and the Board of Aldermen reports on year-to-date financial issues and makes projections for results of operations of the General Fund at fiscal year-end; Represents the Mayor, as instructed in negotiations with State, Federal, and other officials; Advises department heads on the solution of day to day management and fiscal problems; Performs a wide variety of responsible management or program duties that are not readily assigned to a given department; Performs related work as required.

Required Knowledges, Skills and Abilities:

Comprehensive knowledge of modern budgeting and accounting principles and practices; thorough knowledge of modern practices of public administration as applied to municipal government; skill in the investigation and solution of difficult fiscal and management problems; administrative ability; good professional judgment.

Required Experience and Training:

Certified Public Accountant, Certified Managerial Accountant or equivalent as required by City of Waterbury's Charter and Five (5) years of budget and finance experience in either public or private sector.

Applications will be accepted until a sufficient number of applications have been received.

Submit applications to:
Human Resources Department
236 Grand Street, Room 202
Waterbury CT 06702
Fax # 203-574-8087