

# Budget Manager



## OUR COMMUNITY

Famous around the globe as a center for academic achievement, scientific exploration, free speech and the arts, the City of Berkeley is bordered by San Francisco Bay to the west and rolling hills to the east. The City is renowned for its green space, mild weather, and world-class cultural life. International shopping districts, outstanding restaurants, cutting-edge environmental organizations, art galleries, theaters, museums, Berkeley City College and the University of California at Berkeley all add to the City's uniquely diverse and culturally rich atmosphere. Over 50 public parks, miles of bike lanes and walking trails, and a public marina offer exceptional opportunities for year-round outdoor recreation. In addition, the City is advised by 40 boards and commissions comprised of community members, advocates and stakeholders, all investing their time and energy to improve and protect the quality of life for all who live in the City of Berkeley. The City is governed by a Mayor, elected at-large and eight Councilmembers, elected by district. The City Council appoints the City Manager to oversee the administration of City operations.

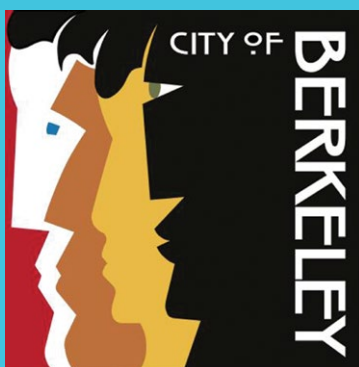
The City typically operates on a two-year budget cycle. However, for the past two fiscal years (FY 2021 and FY 2022), the City has adopted one-year budgets. The FY 2022 operating budget for the City of Berkeley is approximately \$590 million. The next two-year budget cycle will be fully underway in November 2021 in preparation for the next target completion date of June 2022.

## THE BUDGET MANAGER

The Budget Manager plans and develops complex budget preparation and fiscal services management. This position is responsible for the successful planning and implementation of the citywide budget process and related fiscal programs and directs the services of the Budget Office. This position is also responsible for fiscal analysis, performance measures, long-range financial planning, and expenditure control. The Budget Manager supervises a staff of four and performs the highest level of complex budget analysis; coordinates complex financial analyses to support executive decision making and meet major departmental priorities; operates as a team leader for the Budget Office staff and serves as a mentor for other Professional budget and analytical staff.

As a member of the executive management team, the Budget Manager has frequent interaction with staff and leaders of other City departments, the City Manager, the Mayor and Council, and citizens. The incumbent works as an integral member of various City leadership teams in helping the City achieve its objectives, including public presentations to citizens and other interested parties.

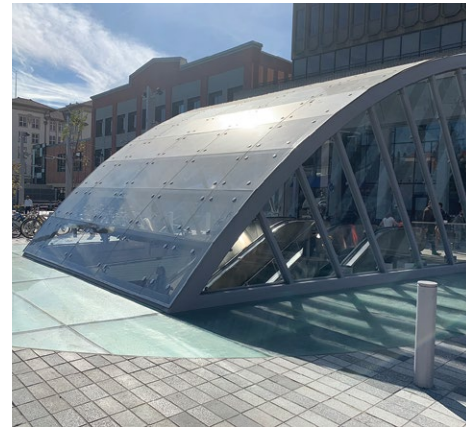
To view the City's current budget, go to:  
<https://www.cityofberkeley.info/citybudget/>



### **City Of Berkeley Mission Statement**

*Our mission is to provide quality service to our diverse community; promote an accessible, safe, healthy, environmentally sound and culturally rich city; initiate innovative solutions; embrace respectful, democratic participation; respond quickly and effectively to neighborhood and commercial concerns; and do so in a fiscally sound manner.*





## THE IDEAL CANDIDATE

The ideal candidate is a strategic leader and effective communicator who possesses solid analytical skills and understands the need to be open and transparent. The successful candidate will be a thoughtful, inclusive, and resourceful problem solver who collaborates and supports staff in finding creative solutions. The successful candidate will be a hands-on manager who possesses excellent project management skills with the demonstrated ability to direct and manage multiple priorities while exercising sound decision making and independent judgement. A skill set in Enterprise Resource Planning (ERP) implementation is helpful as the City is involved in a new ERP migration. This position interacts with many and varied internal and external stakeholders, thus requires exceptional interpersonal and presentation skills and astute political awareness.

The new Budget Manager with the City of Berkeley has an excellent opportunity to provide a more personal touch, influence outcomes, see how policy and projects impact the community, and can help define the future of the organization. This is an exciting time to work in an environment with good fiscal department managers in a team-oriented working environment; in an organization that provides a high level of diverse services not typically seen at the city-level. Highly ethical, responsive and driven leaders who like to take initiative and have a passion for public service, especially in an engaged, unique and progressive community are encouraged to apply.

## QUALIFICATIONS

- BA/BS degree in economics, finance, public or business administration, or an allied field
- A graduate degree in Public, Business Administration or closely related field is desirable
- Six (6) years of professional accounting or fiscal management experience including progressive responsible experience in budget analysis or administration of a sizeable and complex budget
- Three (3) years of staff management and/or supervision

## COMPENSATION

The annual salary range for the Budget Manager is **\$141,259.04 - \$188,967.48**. Placement within the stated range will be based upon the selected candidate's experience and qualifications.

In addition to a competitive salary, the City of Berkeley offers a comprehensive executive benefits package including:

### Retirement Plan

- City employees are included in the California Public Employees' Retirement System (CalPERS). Retirement formula is either 2% at age 62, or 2.7% at age 55 depending on the individual's eligibility. Employees are vested in CalPERS after 5 years of full-time service.
- **S.R.I.P.:** The City contributes 6.7% of the employee's salary (up to a maximum annual salary of \$32,400) into a 401(a) Supplemental Retirement Income Plan account (SRIP). The City is not a member of Social Security, therefore only the Medicare portion is deducted from employees' salaries.

- **Deferred Compensation** – Employees may contribute up to \$19,000 per year to the Deferred Compensation Plan.
- **Health and Dental** – The City provides full health and dental coverage for employees and eligible dependents, including domestic partners. The City does not participate in the CalPERS Medical Program (PEMHCA) but does offer its own Retiree Health Premium Assistance Plan.
- **Life Insurance** – City-paid life insurance coverage for employees.
- **Vacation** – Two weeks of vacation earned annually, increasing to three weeks starting after year three. (This benefit is subject to negotiation depending on experience).
- **Administrative Leave** – 50 hours of management administrative leave annually prorated depending on date of hire.
- **Holidays** – Thirteen regular paid holidays plus three floating holidays annually.
- **Sick Leave** – Employees earn twelve days of sick leave annually.
- **Y.M.C.A.** – City-paid discount on Y.M.C.A. membership.
- **Transit Subsidy** – Subsidy for public transportation on BART and AC Transit.

## APPLICATION PROCESS & RECRUITMENT SCHEDULE

The final filing date is **Monday, September 13, 2021**. To be considered for this exceptional career opportunity, please submit your cover letter with résumé, and a list of five professional references (who will not be contacted in the early stages of the recruitment). Résumés should reflect years and months of positions held, as well as size of staff and budgets you have managed. Forward materials to: <https://www.cps hr.us/recruitment/624>

For further information contact:

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Résumés will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. Only the most qualified candidates, as determined by the screening process, will be invited to participate in the selection process. The City of Berkeley will then select finalists for panel interviews. Candidates deemed most qualified will be invited to participate in a final interview process. Background and reference checks will be conducted after the final round.

