

# Budget Department Director

CITY OF SCOTTSDALE, ARIZONA



## INTRODUCTION

The City of Scottsdale is conducting a search for a new Budget Department Director. This opportunity requires an innovative leader with substantial budgetary experience in a public sector environment.

## THE CITY

Scottsdale is recognized as one of the nation's safest, cleanest and most vibrant cities. Scottsdale is also one of the state's leading job centers with a robust economy anchored by bio-life science companies, high-tech innovation, financial services, tourism and corporate headquarters. Almost 34,000 companies do business in Scottsdale, creating more than 200,000 jobs.

Scottsdale's downtown, Old Town Scottsdale, is an emerging center for high-tech businesses. To the north, the Scottsdale Airpark is the city's largest employment area, and the Scottsdale Cure Corridor is a hub of premier healthcare providers and biomedical companies.

Scottsdale's McDowell Sonoran Preserve, in the city's northern reaches, is the largest urban wilderness area in the United States and features more than 60 miles of trails through diverse and scenic desert terrain.

Scottsdale has 2,508 full-time and 192 part-time employees with a total adopted compensation cost of \$350 million. The operating budget is \$761.8 million, with a capital budget of \$1,068.4 million and contingency and reserves of \$464.6 million.



## THE POSITION

This is a management-level position that reports to the City Treasurer/Chief Financial Officer and provides advice to Executive Leadership on budget decisions. It directs the operations of the Budget Department and performs highly technical and complex budgeting and financial work. This position oversees professional staff responsible for the development of the City's budget and Capital Improvement Program as well as periodic financial reporting and studies. The Budget Department has a total of eight full time equivalents.

### ESSENTIAL FUNCTIONS

- » Supervises employees and coordinates personnel-related activities to include training, approving work schedules, recommending/approving personnel actions, coaching, counseling, establishing performance goals and writing performance evaluations.
- » Manages, plans and directs operations of the Budget Department and administration of the city's budget in accordance with city and division goals and objectives and in compliance with applicable laws and regulations, as well as industry best practices.
- » Oversees the Budget Department's collaboration and partnership with departments citywide to develop, enhance or maintain quality of services for budgeting and financial planning and program development.
- » Provides strategic direction on the preparation of the city's annual operating budget and five-year Capital Improvement Plan. Analyzes and reviews budget forecasts, requests and submissions, and resolves complex budget issues. Develops budget recommendations and provides advice to facilitate Executive Leadership Team decision making.
- » Recommends and leads innovation and improvement initiatives and implements budget process, system and policy changes to maintain up-to-date budget practices, budget accountability, performance and transparency.

## THE IDEAL CANDIDATE

The ideal candidate for this position is a proven leader and excellent communicator. This individual should possess exceptional strategic and critical thinking skills, the ability to encourage and listen to feedback and work closely with executive leadership and staff from various departments, while adapting quickly to changing priorities in a fast-paced organization.

This individual will have strong ethics and values integrity, honesty and teamwork. Ideally, this individual will have experience with budgeting for local governments or public organizations.

This position manages a small team and will be responsible for guiding them on providing value added services and leadership over administration and timely delivery of a strong budget and capital improvement plan.

## MINIMUM QUALIFICATIONS

### EDUCATION AND EXPERIENCE

- » Bachelor's Degree in Finance, Business, Accounting or related field from an accredited educational institution.
- » Five years of management level experience in municipal budgeting and progressively responsible supervisory experience.
- » Any equivalent combination of education and/or job-related experience that meets the minimum qualifications may be substituted.

### LICENSING, CERTIFICATIONS AND OTHER REQUIREMENTS

- » Every person employed by the City of Scottsdale shall reside in the State of Arizona during his or her active employment by the City, regardless of whether the employee is approved to remote work.



**Salary Range: \$128,356.80 - \$173,368.00**

### Annually

*The city anticipates hiring at or below the midpoint of the range.*

### **BENEFITS HIGHLIGHTS**

The City of Scottsdale offers a comprehensive benefits package including:

- » 12 Paid Holidays, which includes 1 Floating Holiday
- » Vacation Accrual; starts at 10.3 hours/month
- » Sick Leave Accrual; 8 hours/month
- » Medical (which includes behavioral health coverage), Dental and Vision Benefits
- » Pet Insurance
- » City Paid Basic Life Insurance (equal to one times employee annual salary); option of Supplemental Life Insurance
- » Tuition Reimbursement; \$2,500/year
- » Participation in the Arizona State Retirement System (ASRS) Defined benefit plan with mandatory employer and employee contributions currently at 12.27% which includes a Long-Term Disability benefit
- » Supplemental Retirement Plans through Nationwide; 457
- » Bilingual pay compensation

Please visit the [Human Resources and Benefits Information](#) page for more information.

## SELECTION PROCESS

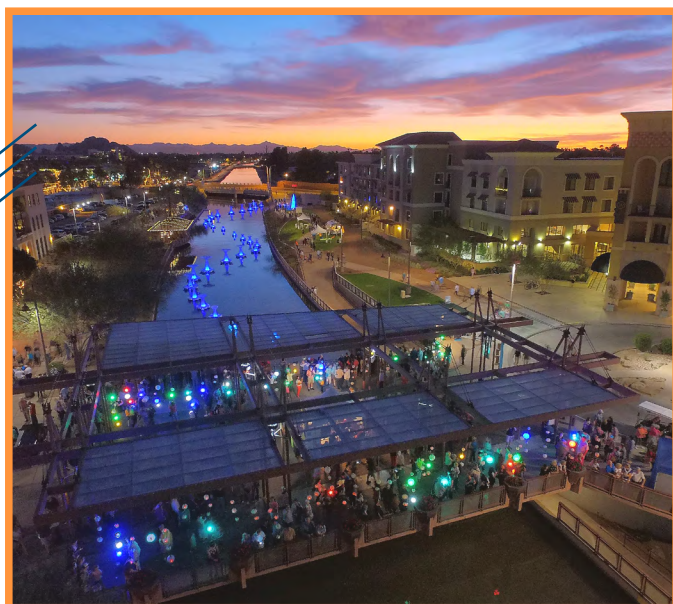
To be considered, submit an online application at <https://www.governmentjobs.com/careers/scottsdaleaz> and please include a resume and cover letter. Resumes should reflect years and months of positions held, as well as the size of past organizations.

Applicants whose education, training and experience most closely meet the needs of the position may be invited to participate in a selection process that may include a panel interview. Successful candidates will receive a post-offer, pre-employment background screening that may include:

- » Fingerprinting search of the national FBI database
- » Credit check
- » Criminal background screening

**The City of Scottsdale reserves the right to change this process at any time, potentially without advance notice.**

**PLEASE NOTE:** Years of experience are based on a work schedule of 2,080 hours per year for full-time positions and 1,040 hours per year for part-time positions, and while work experience may substitute for education on a year-for-year basis, depending upon the job classification, education may not be substituted for work experience.



## EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the city to provide employment opportunities to all persons based solely on ability, regardless of race, color, religion, sex, national origin, age, sexual orientation, gender identity or disability.

When advised, reasonable accommodations will be made in order for an "otherwise qualified applicant" with a disability to participate in any phase of the recruitment process. Please contact Human Resources to request an accommodation. Persons with a disability may request a reasonable accommodation by contacting HR at 480-312-2491. Requests should be made 24 hours in advance or as early as possible to allow time to arrange the accommodation. For TTY users, the Arizona Relay Service 7-800-367-8939 may contact HR at 480-312-2491.

*This position description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.*