

CITY OF MINNEAPOLIS

Director of Budget

Position profile

OUR CITY



As the largest and most vibrant city in the state, Minneapolis depends on purposeful, dedicated and innovative employees. Minneapolis has a large variety of careers for people of all experiences and backgrounds who come together for a singular purpose—serving the residents, businesses and visitors of Minneapolis.

Learn about what makes Minneapolis great.
www.minneapolis.org/visitor

OUR WORKFORCE



Over 3900 employees at the City of Minneapolis faithfully serve the residents, businesses and visitors of the City every single day. Some jobs are more visible in the community while some are behind the scenes, but each employee at the City plays a role in keeping Minneapolis a vibrant place that tops many lists. Our employees look for ways to keep Minneapolis at the leading edge, offering services and policies that are more comprehensive and progressive than the vast majority of cities. Our employees are a key reason why Minneapolis is a place where all people have an equitable opportunity for success and happiness.



Our purpose, to serve the residents, businesses and visitors of Minneapolis is at the foundation of everything we do. It shapes our priorities, our work, and our culture. It drives our employees to look for new ways to serve, creating an innovative and engaged culture.

The employees of the City of Minneapolis are aligned for a singular purpose -to serve our community.

DEPARTMENT MISSION STATEMENT

We provide essential financial, resource and asset management services and engage enterprise partners in decision-making.

THE DEPARTMENT

Finance & Property Services Department. Reporting Directly to the Chief Financial Officer

JOB DUTIES

- In collaboration with Chief Financial officer, advise the Mayor, Council and staff regarding the impact of financial decisions and financial aspects of policy decisions.
- Evaluate data and prepare recommendations for the Mayor, Council and staff on financial decisions and financial aspects of budget-related decisions to assist them in fulfilling their respective roles and responsibilities and achieving objectives.
- Establish a budget process that incorporates the priorities of elected officials and assigns responsibility for adherence to these policies within budget guidelines.



- Assess changing financial conditions to incorporate into longer term financial projections and planning so that elected officials may be advised in their decision making.
- Coordinate, oversee and review staff responsibilities during the annual budget process.
- Lead and coordinate cross functional staff and related efforts to achieve specific project goals to further enterprise goals and strategic directions.
- Train and coach managers and supervisors on analytical and system skills needed in the budget process to improve quality of financial information.
- Reply to factual or policy questions, respond to requests for research, discuss office management, communicate budget policies, and determine the direction of special projects.
- Update and develop financial policies and guidelines for consistent practices through-out the division and enterprise.
- Collaborate with accounting staff to improve accounting transaction processes to promote greater efficiency, ease of understanding and meaningfulness of data produced and resolve budget disputes.
- Provide sound financial planning and advice to department Heads, Mayor and City Council
- Develop, maintain and enhance budget documentation to meet Government Finance Officers Association (GFOA) standards and effectively communicate to management, elected leadership and the public.

DESIRED CAPABILITIES

- Exceptional knowledge of government finance and operations and related statutes.
- Considerable knowledge of professional standards – GFOA, GAAP, etc.
- Excellent oral and written communication skills.
- Excellent presentation skills and the ability to prepare clear concise reports.
- Ability to communicate on financial matters with non-financial personnel.
- Ability to establish trust and support and integrate priorities in the budget process.
- Extensive experience in financial modeling
- Ability to exercise independent judgment and identify opportunities for improvement.
- Political sensitivity.
- Strong leadership skills.
- Ability to be creative and flexible in a changing fiscal environment.

In addition, the City has adopted the following competencies for all leadership positions:

- **Focus on results:** takes initiative, drives for results, and establishes stretch goals;
- **Personal capability:** demonstrates technical/professional expertise, solves problems and analyzes issues, innovates, and practices self-development;
- **Character:** displays high integrity and honesty;
- **Leading change:** develops strategic perspective, champions change, and connects the group to the outside world;



- **Interpersonal skills:** communicates powerfully and prolifically, builds relationships, develops others, inspires and motivates others to high performance, and collaborates and fosters teamwork;
- **Cultural agility:** demonstrates an awareness of, and sensitivity to, the needs and concerns of individuals from different perspectives, cultures, and backgrounds. These differences may include education, job preference, work style, race, gender, country of origin, disability, age, sexual orientation, gender identity, etc. Respects differences and adjusts behavior and communication style to best meet the needs of the group or individual. Accepts one's own cultural identity and sees the value of other points of view; and
- **Strives to create a racially equitable work environment:** develops policies, practices, and makes strategic investments to reverse racial disparity trends, eliminate institutional racism, and ensure that outcomes and opportunities for all people are no longer predictable by race. Through consistent behaviors and actions, fosters an equitable work environment. Creates fair and just opportunities and outcomes for all people.

EDUCATION AND EXPERIENCE

MINIMUM QUALIFICATIONS:

Bachelor's Degree in Public Policy, Business Administration, Finance, a related field or equivalent (CPA or Advanced Degree preferred).

MINIMUM EXPERIENCE:

Five years of professional experience in state or local budgeting and policy analysis, with a minimum of two years experience in program development and administration.

COMPENSATION

This appointed position has a competitive compensation package. Salary ranges from \$122,613.92 - \$145,350.40 Annually, depending on experience. Benefits include health and dental insurance, flexible spending accounts, disability insurance, employee assistance program, vacation, sick leave, paid parental leave, pension plans, and deferred compensation retirement savings.

TO APPLY

The position will remain open until filled. Priority will be given to those who submit a resume and cover letter by September 15, 2023. To apply and submit your resume for this opportunity, go to the [City of Minneapolis career page](#).

The City of Minneapolis is an Equal Opportunity Employer.