

**CIVIL SERVICE COMMISSION
WATERBURY, CONNECTICUT**

OPEN COMPETITIVE EXAM #2259

**OPEN COMPETITIVE EXAMINATION FOR: MANAGER OF BUDGET
DEVELOPMENT & OVERSIGHT**

SALARY: \$100,394.61 ~ \$122,218.67 PER YEAR (Exempt, paid bi-weekly)

FRINGE BENEFITS: Choose from available health insurance plans (employee contributions vary) Prescription Drug Rider, Dental Plan, Group Life Insurance for Individual; Retirement Plan; paid Holidays; paid Vacation Days; paid Sick Days; paid Personal Days.

LAST DAY FOR FILING APPLICATIONS

Applications, which may be obtained by visiting our website at www.waterburyct.org or at the Civil Service Office, Chase Municipal Building, 236 Grand St., Waterbury, CT 06702 & **must be on file by 4:50 p.m. on:**

AUGUST 17, 2020

IMPORTANT:

1. **Veterans** – Veteran's points will be awarded in accordance with the Connecticut State Statute. Five (5) for non-disabled veterans, ten (10) for disabled veterans. Proper documentation must be submitted to the Personnel Director before the date of the examination.
2. **Residents** – Five (5) Residency points shall be added in accordance with the amendment to the Civil Service Ordinances dated March 18, 2011. Proper documentation and proof of residence must be submitted no later than the closing date for applications.

EXAMPLES OF WORK: (Illustrative only)

The following identifies the primary and essential functions of the position and is not intended to be an exhaustive listing of all duties.

Coordinates and oversees the development and execution of the City's General Fund budget, capital budget and the budgets of the City's internal service and enterprise funds; Confers with and advises department heads and their staff members on the preparation of departmental budget estimates; Monitors the State's legislative sessions and budget development processes to determine local state aid revenue estimates and any potential adjustments. Advises the Mayor and Director of Finance on all budget related matters; Reviews and approves all purchasing and personnel requisitions for budgetary compliance; Confers with and advises department heads and their staff members with budget related questions or concerns throughout the fiscal year; Prepares the City's Monthly and Fiscal Year End Financial Status Reports for submission to the Mayor and Board of Aldermen; Investigates and prepares all budgetary transfer requests for submission to the Board of Aldermen; On occasion, conducts fiscal, organizational and other management type studies of City departments, and programs; Works closely with the Education Department's Chief Financial Officer throughout the fiscal year to monitor the City's General Fund contribution to the Education Department; Works closely with the State Office of Policy and Management and other applicable state and local agencies on budget and grant related matters; Ensures compliance with budgeting and administrative standards and regulations; Prepares financial and budget management reports and analysis as needed; Represents the Mayor's Office and/or Finance Director in a variety of internal and external contacts particularly in budget management and reporting; Supervises and evaluates the work of subordinates; Performs related duties as assigned.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:

Considerable knowledge in budgetary planning, control and analysis; Considerable knowledge of and ability to apply budget management principles and techniques; Considerable knowledge of administrative operations, functions, and systems; Knowledge of relevant state and federal laws, statutes, and regulations;

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REQUIRED KNOWLEDGES, SKILLS AND ABILITIES, Cont'd from page 1:

Knowledge of the structure, policies and operating components of the accounting and financial management systems utilized by local units of government; Considerable interpersonal skills; Skills in utilizing Lawson/Information, Microsoft Office tools, including Outlook, Word, PowerPoint, Access and Excel; Ability to analyze complex financial data; Ability to communicate effectively orally and in writing; Ability to deal with the all stakeholders in a tactful and effective manner; Ability to interpret and apply the provisions of the City Charter and Connecticut General Statutes related to municipal budgets; Ability to plan, organize, control and effectively supervise the work of subordinates; Ability to work with individuals from diverse backgrounds.

IN ORDER TO BE CONSIDERED FOR THIS POSITION YOU MUST INDICATE ON YOUR APPLICATION THAT AS OF THE CLOSING DATE YOU HAVE THE FOLLOWING EXPERIENCE:

Bachelor's Degree in Public Administration, Business Administration or Accounting or related field from an accredited four-year college or university and five (5) years of professional experience in budget management, accounting, or closely related area with a governmental agency.

Substitution Allowed:

A Master's degree in Public Administration, Business Administration, or Accounting may be substituted for a Bachelor's Degree and two (2) additional years of the General Experience.

CONTINUING EDUCATION REQUIREMENTS

Incumbent is expected to remain current in State and local budget management compliance and reporting requirements, and other subjects related to assigned responsibilities.

**COPIES OF DEGREE OR TRANSCRIPTS MUST BE SUBMITTED
AT TIME OF APPLICATION**

This position is covered under the written agreement between the City of Waterbury and the Waterbury Municipal Administrator Association Union. The Parts and Weights for this examination will be determined prior to conducting the exam. Individuals appointed shall be required to serve a working test period which will be, in effect, the final phase of the examination. **Appeal Process-** An applicant may appeal notice of not meeting the minimum qualifications (Civil Service Rules and Regulations, Section 3741, Subsection B, Article 9) to the *Civil Service Commission* within seven (7) days of the date on such notice. Please notify the Civil Service Office of a change in address. Notification will be mailed to the address written on your application.

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WORKING CONDITIONS, PHYSICAL AND MENTAL REQUIREMENTS

Employees appointed to positions in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Working Conditions	N	O	F	C	Working Conditions	N	O	F	C	N	O	F	C
Physical Demands					Depth Perception		X						
Standing		X			Color Distinction		X						
Walking		X			Peripheral Vision		X						
Sitting			X		Driving		X						
Lifting		X			Physical Strength:								
Carrying		X			Little Physical Effort (-10 lbs.)		X						
Pushing		X			Light Work (-20 lbs.)		X						
Pulling		X			Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)	X							
Balancing		X			Very Heavy Work (100+ lbs.)	X							
Stooping		X			Environmental Conditions								
Kneeling		X			Cold (50 degrees F or less)	X							
Crouching		X			Heat (90 degrees F or more)	X							
Crawling	X				Temperature Changes		X						
Reaching		X			Wetness	X							
Handling		X			Humidity	X							
Grasping		X			Extreme Noise or Vibration		X						
Twisting		X			Exposure to Chemicals	X							
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to bodily fluids	X							
Repetitive Motion			X		Exposure to dampness	X							
Hand/Eye/Foot Coordination			X		Confinement to Small or Restricting Area	X							
Visual Acuity/Near			X		Mechanical Hazards	X							
Visual Acuity/Far			X		Physical danger or abuse	X							

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The City of Waterbury is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City and District will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the City and District when necessary.

Prepared on: May 18, 2020
Civil Service Commission: June 9, 2020
Board of Alderman: July 23, 2020