



Board of Education of the City of St. Louis
CAREER OPPORTUNITY

Position Title:	Director, Budget Planning and Development
Payroll/Personnel Type:	12 Month
Reports to:	Treasurer

Position Summary:

Under the direction of the Chief Financial Officer, provides leadership and coordination of the integrated budget management and development processes of the District. Acts as senior advisor to the District leadership on budget matters and ensures conformance to statutory and regulatory provisions.

Essential Functions:

- Directs and coordinates activities of personnel responsible for formulation budgets and the presentation of budgets for the implementation of District programs
- Directs compilation of data based on statistics and analyses of past and current years to prepare budgets and justify funds requested
- Monitors expenditures and provides periodic status reports, exception reports, notice of budget allocation changes and budget expenditure allocations
- Maintains and interprets budget requests, provides recommendations for decision-making processes and distributes authorized budget expenditure allocations
- Prepares revenue estimates for the up-coming fiscal year, to be used in the budget development process, monitors these projections and provides periodic status reports
- Assures that budget activity conforms to statutory and regulatory provisions
- Evaluates the district budget practices and procedures and provides interpretation and reports for the Superintendent, Board, and public and district personnel upon request
- Maintains adequate and trained staff to ensure the timely delivery of services, and provides clear instructions and support for staff to assist them in performing assigned tasks
- Evaluates programs and proposed legislation to ascertain the economic impact the program or legislation could have on the District
- Coordinates the budgetary activities of the grant accountants assigned to cabinet level reporting areas
- Administers personnel functions of the budget department, such as work scheduling, promotions, transfers, and performance ratings
- Perform special assignments as directed by the Chief of Financial Officer/Treasurer

Knowledge, Skills, and Abilities:

- Experience in budgeting for a school district and a working knowledge of Missouri's School Funding and State statutes preferred
- Work collaboratively with peers and others

Experience:

- Ten years' experience in budget development, forecasting and implementation is (required)

Education:

- Bachelor's Degree in Accounting, Business Administration, Finance or a related field (required)



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- Master's Degree (preferred)

Physical Requirements:

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

Disclaimer:

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Review/Approvals:

Employee		Date
	Immediate Supervisor	Date
_____		Date
Human Resources		

In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.