

City of San Antonio, TX

Director for the Office of Management & Budget

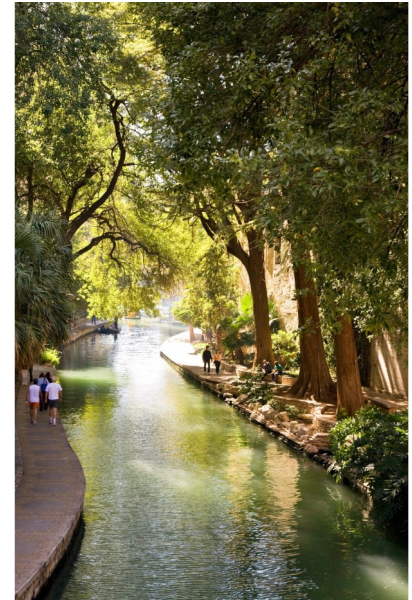


114 W. Commerce, 3rd Floor, San Antonio, TX 78205

About San Antonio, TX

The City of San Antonio is the Nation's 7th largest city and is home to more than 1.5 million residents. Located in South Central Texas, approximately 140 miles from the Gulf of Mexico, San Antonio offers its residents one of the most attractive and affordable lifestyles in the country. Residents enjoy one of the lowest tax rates in the State as well as a plentiful supply of high-quality housing and low utility rates. The economy of San Antonio is an excellent mix of business services, manufacturing, health care, communications, corporate and regional offices, government, and the convention and tourism industry. San Antonio is rich in recreational and cultural opportunities and is home to the San Antonio Spurs.

The world-famous River Walk is the single most visited site in all of Texas. Winding through Downtown San Antonio, this 2.5 mile cobblestone path along the San Antonio River is lined with attractive shops, luxurious hotels, and enticing dining and entertainment venues. The second most visited site in Texas is the historic Alamo, only a short distance away from the River Walk. Named a World Heritage Site by UNESCO, the San Antonio Missions, represent the only World Heritage site in Texas. Major Theme Parks include Sea World of Texas and Six Flags Fiesta Texas. Other San Antonio attractions are the Tower of the Americas, the Botanical Gardens, the Museum of Art, the San Antonio Symphony, Market Square and a world class Zoo.



City Government



San Antonio has a Council-Manager form of government with a ten-member City Council. Councilmembers are elected by District, while the Mayor is elected at-large. The term of office for the Mayor and all members of the City are two-year terms, for not more than four (4) full terms of office. The City Council appoints the City Manager, who appoints all officials in executive positions with the exception of the City Clerk, City Internal Auditor, Presiding Judge, and Municipal Judges.

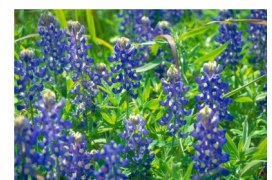
The City of San Antonio has been recognized for its high level of professional management by the ICMA and National Civic League, amongst others. For ten consecutive years, the City has maintained a AAA bond rating. The Fiscal Year 2020 adopted operating budget is \$2.9 billion with close to 13,000 employees across over 30 departments. The City Manager's Executive Team consists of Department Directors, one Deputy City Manager, four Assistant City Managers, a Chief Financial Officer and a Chief of Staff.

The Office of Management & Budget

The Office of Management & Budget (OMB) for the City of San Antonio has 19 full-time employees and is responsible for coordinating the development of the City's approximately \$2.9 billion annual budget. The Office is responsible for providing City departments with fiscal planning, analysis, and management services to enable the City organization to provide City services in accordance with the policies, goals, and objectives established by the City Manager and the City Council. The Department is committed to providing professional and quality services to the City.

The Position

The Director for the Office of Management & Budget is appointed by, and serves at the pleasure of, the City Manager and will report to the Deputy City Manager. The Budget Director is responsible for preparing the City's budget in accordance with Texas State Law, the San Antonio City Charter, City's financial policies, and Generally Accepted Accounting principles. The preparation of the city's budget is guided by the strategic goals and service delivery priorities set out by the City Council and input from the public.





Essential Duties, Functions and Responsibilities

- Responsible for the preparation and monitoring of the city's operating and capital budget, five year financial forecast, quarterly financial monitoring reports, and other budgetary reports as requested.
- Present budgetary information to the City Council and stakeholder groups.
- Serve as the official Budget representative to other City departments, the City Manager's Office, elected officials and outside agencies regarding budget programs, policies, and activities.
- Coordinate the preparation of the City's budget with Department Directors and Assistant City Managers.
- Serve as a resource to city departments in the preparation of the City's operating and capital budget.
- Review and analyze budget submittals and provide recommendations to the City Manager for implementation.
- Monitor the implementation of programs and services approved in the Budget and report on the efficiency and effectiveness of such services and programs.
- Collaborate with the City's Finance Department in the financial performance of the City's Budget.
- Analyze and report on the City's performance measures.
- Participate in collective bargaining negotiations with the Police and Fire Unions.
- Participate in meetings with rating agencies.
- Attend City Council meetings and serve as subject matter expert on budgetary items.
- Attend and participate in professional group meetings, and stay abreast of new trends in the fields of management organizations and budget practices and preparations.
- Manage the development and implementation of the Office of Management and Budget goals and priorities, establish appropriate service and staffing levels, assess and monitor staff workload and support systems, continually identify opportunities for improvement while directing the implementation of needed changes.
- Select, motivate, and evaluate the Office of Management & Budget staff while providing and coordinating training for employee development.

Education and Experience

Qualified candidates will have a Master's Degree from an accredited college or university with major coursework in Public Administration, Business Administration, or a related field, and ten (10) years of broad and extensive responsibility for the budgetary process of a large and/or complex public agency, including independently performing budget analyses, preparation, and control as well as analyses and development of fiscal and budgetary policies and procedures, including five (5) years of management responsibility.

Licenses and Certifications

Professional certifications, such as a CPA, Certified Government Finance Manager certification, or other relevant certifications, are desired.

The most highly qualified candidates for consideration will be selected based on a combination of education, career experience, and accomplishments that best fits the needs of the City of San Antonio.

The Ideal Candidate

The Ideal candidates should have strong analytical skills related to the development and implementation of long-term financial strategies, projections, financial models, and budgetary reports. A high level of expertise and hands-on skills in various technology/software programs is required. The Director of Management and Budget will also establish enhanced internal procedures to assist in the compilation of financial information including improved technological aspects of collecting, assimilating, and reporting data. This person must have a high degree of understanding of financial policies and experience with rating agencies as well as with the development of managements strategies and programs and services that are consistent with policies and plans. The ideal candidate for this position will have the highest degree of integrity, judgment, and independence as well as expert level skills necessary to apply budget-related laws, regulations, policies, and methods to manage complex budgetary and financial assignments.



The Budget Director will have a collaborative yet inquisitive style that is complemented by strong people skills. Working closely with the full array of departments, both elected and appointed, with a focus on being supportive, the Director of Management and Budget will strive to fully understand operations and services offered in order to develop a budget that meets council and community priorities, move toward robust benchmark comparisons, data-driven information, potential cost-efficiencies, reduced redundancies, and improved timetables for reporting.

Strong leadership characteristics is critical for this position and the selected candidate must be confident, positive, creative, engaging, approachable and have the ability to act as a coach and mentor to assigned staff and other City employees. They must also possess the ability to effectively delegate work to staff. Other characteristics desired include strong communication skills with the ability to present clear budget reports to the City's Leadership.

The selected applicant will enjoy working in a fast paced and sophisticated public sector environment with a high energy executive management team committed to fiscal stability of the organization, exceptional public access and reporting, and the ongoing desire to incorporate best practices into local government.

Salary

The City of San Antonio is offering a competitive salary commensurate with experience. The City offers generous benefits and retirement including annual and personal leave; monthly car and cell phone allowances, deferred compensation plan, relocation/moving expenses and participation in the Texas Municipal Retirement System (TMRS).

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com

Reference: SADOMB

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