



Koff & Associates  
A Gallagher Company

CITY OF

OXNARD

CALIFORNIA



# Budget Manager



## THE CITY

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with over 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy based on a healthy combination of commercial and manufacturing development, tourism, and the U.S. Navy. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the natural environment and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks and beaches, two thriving military bases, a full-service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas, and wonderfully landscaped streets. There is a smalltown atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach, a concert in the park or sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family that offers oceanfront recreation and outdoor adventures, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

## THE FINANCE DEPARTMENT

Finance is responsible for overseeing the financial management of City funds and supporting the City Council, City Manager and Departments in providing City services to the community. Programs include General Accounting, Budget Management, Financial Resources, Grants Management, Purchasing, and the Mail and Courier Services.

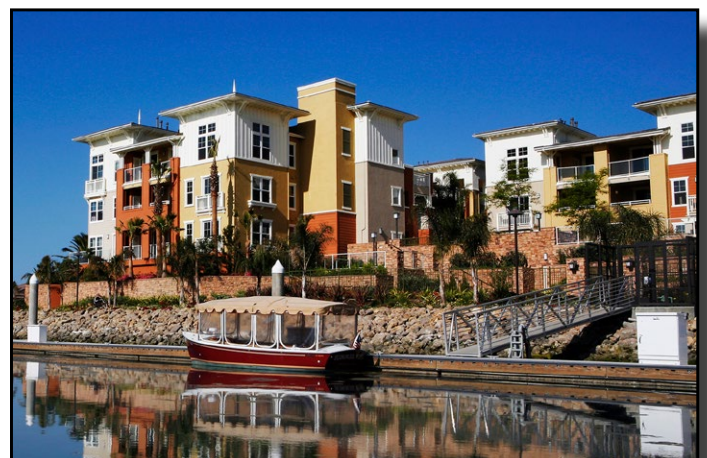
To learn more about the Finance Department, go to:  
<https://www.oxnard.org/city-department/finance/>

## THE POSITION

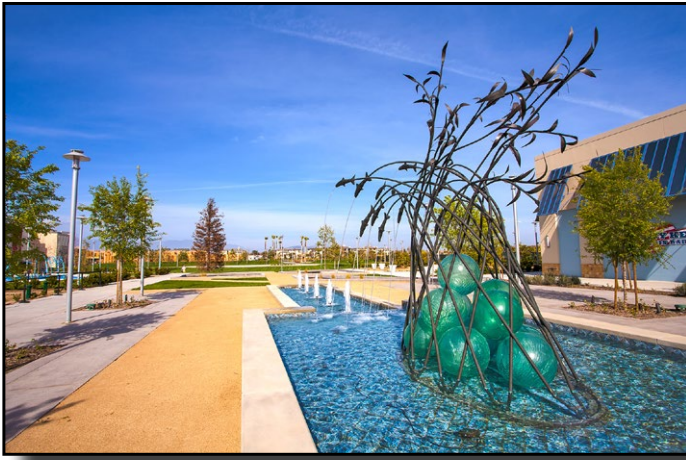
Reporting to the Chief Financial Officer, the Budget Manager plans, manages, organizes, directs, supervises, and performs professional budgeting and capital improvement plan development and monitoring activities in accordance with the principles and procedures of public finance, budgeting, budget control and grant management. This includes direct supervision of a team of five professional, technical, and clerical staff within assigned activities.

### Essential functions include but may not be limited to the following:

- Accepts management responsibility for assigned activities, operations, and services of the City's Budget Division.
- Oversees and/or participates in the development, implementation and maintenance of divisional goals, objectives, policies and procedures; ensures that divisional goals are achieved.
- Manages, coordinates, and participates in the development of the City's annual budget.
- Develops preliminary and final budget documents.
- Analyzes revenues and expenditure variances relative to the adopted budget and oversees the distribution of monthly budget reports.
- Implements, monitors and evaluates budget policies and procedures and makes recommendations as necessary.
- Researches, analyzes, evaluates and develops findings and makes recommendations involving complex budget and financial management issues.
- Reviews and/or prepares various related staff reports and resolutions, as required.
- Prepares and presents reports, documents, or correspondence to appropriate boards, groups and/or committees.
- Approves requisitions, agreements, contracts to verify budgets are sufficient to fulfill requested agreements, requisitions and contracts.
- Reviews financial impact of agenda reports and assists departments with the preparation of special budget appropriation.







- Prepares special management reports for Chief Financial Officer and senior administrators, as needed.
- Monitors budget versus actual figures and works with managers to maximize budget efficiencies.
- Coordinates and assists Human Resources with position control reconciliation and verification of position vacancy management.
- Serves as a resource for assigned program activities; coordinates activities with other City programs and organizations; provides information and resources to City officials, programs and other organizations as is appropriate.
- Provides staff assistance and technical support to the Finance and Management Services Program and other programs; conducts financial, organizational and operational service delivery studies; makes recommendations to address and resolves identified service delivery issues.
- Stays current on issues relative to the fields of accounting and public financing; responds to and resolves community and organizational inquiries and complaints.
- Provides administrative and technical direction to divisional staff.
- Works with Human Resources to coordinate the selection, orientation, training, and evaluation for assigned division personnel; coordinates staff training; identifies and helps to resolve staff deficiencies; follows discipline procedures, as needed.
- Performs related duties as assigned.

## THE IDEAL CANDIDATE

The ideal candidate is an experienced, innovative, and motivated finance professional who enjoys challenges, finding creative solutions and has a mentorship approach to managing employees. The Budget Manager will be expected to support a collaborative and transparent organizational culture. The successful candidate will have strong analytical skills and a background in varied, complex municipal budgets. Effective communication and interpersonal skills are necessary to build and foster positive staff and interdepartmental relationships, as well as provide clear presentations and reports to leadership, various committees, and community groups. This position will

require flexibility, patience, and a willingness to exchange and encourage new ideas while building a culture of continuous improvement and high performance, and the ability to build consensus while helping to move the City in an exciting new and prosperous direction.

### Key Attributes and Characteristics

- A “roll up one’s sleeves” type of leader who can foster strong, collaborative working relationships with all levels of City staff.
- The ability to creatively communicate complex financial information to non-financial audiences verbally and in writing, using graphics, and simple, practical terms.
- A willingness to leverage effective management and motivation of the Budget staff to research and recommend financial strategies and develop long-term finance plans; and perform complex financial analysis as required.
- A management style that looks for continuous ways to improve processes and utilizes technology to create efficiencies to ensure continued fiscal responsibility.
- A charismatic and humble leader who demonstrates confidence and high integrity, while providing excellent customer service.
- An active listener, calm under pressure, possessing a positive attitude and a good sense of humor.

## WORK SCHEDULE

The normal workweek is Monday through Thursday 8:00 am to 6:00 pm and alternating Fridays 8:00 am to 5:00 pm. This position may be required to be available to work additional hours as needed to respond to workload needs.

## QUALIFICATIONS

- A Bachelor’s degree in accounting, business administration, or closely related field; and
- Four (4) years of experience in public sector and/or a large, complex organization performing budgeting and financial analysis work.
- Master’s degree is desirable.



## COMPENSATION

**The salary range for this position is \$104,728.62 - \$167,565.84.**

The City of Oxnard offers a generous benefits package that includes:

- Retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 formula. Classic and New Members are required to pay a member contribution to PERS towards their retirement plan. The City does not participate in Social Security.
- Paid Administrative Leave of 40 hours per fiscal year
- The City provides \$1,543.00 in cafeteria dollars monthly towards the total premium for medical insurance for you and eligible dependents
- The City contributes \$66.80 monthly towards dental insurance
- A life insurance policy in an amount equal to one times annual salary, plus \$5,000
- The City provides a long-term disability coverage plan
- Paid Annual Leave which accrues at the rate of 6.24 hours biweekly or 162.24 hours annually for employees with less than five years of service
- The City operates on a 9/80 schedule with every other Friday off
- Twelve (12) paid holidays per year
- Paid Bereavement Leave
- A Wellness Program that provides up to \$500 per fiscal year for eligible expenses
- A Flexible Spending Plan
- The City contributes 1% of salary to a 401(a) deferred compensation plan (no employee match requirement)

## APPLICATION AND RECRUITMENT PROCESS

**This position is open until filled.**

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to:

<https://koffassociates.com/budget-manager-3/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Website: <https://koffassociates.com/>

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.



### **Equal Opportunity**

*The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.*

