



CITY OF
ONTARIO

Budget Administrator



2022, residents voted on the Local Services Measure Q Sales Tax that allows for the potential to fund approximately \$2.5 billion in needed projects. This funding could include improvements to the City's water and sewer systems; construction of new park attractions and improvements to existing ones; public safety enhancements; citywide fiber internet services; services for those experiencing homelessness and mental health issues; and infrastructure projects. At the forefront of public service, Ontario is vibrant and evolving. Besides enhancements to community services and commercial developments, Ontario has the progressive leadership to prepare the City for a future of prosperity. Residents, businesses, and visitors alike are all parts of what makes Ontario the Premier Community of the Inland Empire.



THE COMMUNITY

The City of Ontario was founded as a "Model Colony" and incorporated on December 10, 1891. Ontario is located approximately 35 miles east of downtown Los Angeles and encompasses nearly 50 square miles. Ontario is one of the 150 largest cities in the United States and is home to more than 14,000 businesses, 119,000 jobs and a population of 180,717. Ontario is ideally situated as a gateway to Southern California and beyond, with direct access to the I-10, I-210, I-15 freeways, Routes 60 and 83, and two major railways. Ontario International Airport (ONT) recently ranked as both the fastest growing airport in the United States and the largest outbound cargo gateway. Today, ONT offers nonstop commercial jet service to 26 major airports in the U.S., Mexico, and Taiwan, including the only transpacific service from a Southern California airport other than LAX.

Over 130 years of continued success and progress has paved the way for Ontario to become the Premier Community of the Inland Empire. The ongoing efforts of revitalization in the downtown, year-round engaging community events, development of the Grand Park in Ontario Ranch, continued support of the business community and job creation, and infrastructure improvements are all part of Ontario's plan to keep growing and adequately serving the community. The City is improving infrastructure and public private partnerships to reinvest in the community through a variety of public improvements and lifestyle projects. Ontario's infrastructure continues to grow and improve. In November

CITY GOVERNANCE

The City provides a full range of services to the community including Police, Fire, Management Services, Community Life & Culture, Community Development, Economic Development, Public Works and the Ontario Municipal Utilities Company. The City's team is staffed with approximately 1,500 full-time and 300 part-time diverse and talented employees who work to support a common goal of providing excellent service to the community. The City of Ontario operates under the council-manager form of local government. The five members of the City Council are elected by the citizens as the legislative, policy-making branch of City government; and the City Manager is

appointed by the City Council to implement policy and manage day-to-day operations. Beginning in 2024 & 2026, the City Council will be moving to District elections. Every even numbered year, either the Mayor and two Council Members or two Council Members, the City Clerk and City Treasurer stand for election. The Council Members also sit as the Commissioners of the Ontario Housing Authority. The City Council is committed to maintaining Ontario's leadership role in the Inland Empire by continuing to invest in the growth and evolution of the area's economy while providing a balance of jobs, housing, and educational and recreational opportunities for residents in a safe, well-maintained community. The City continues to invest in public safety and maintains a high-level quality of life.

THE FINANCIAL SERVICES AGENCY

The Financial Services Agency provides support services to the citizens and businesses of Ontario, as well as to City Departments, with financial, budget development, procurement, accounting, payroll, and revenue services. The Agency's service objective is to direct the financial affairs of the City of Ontario, under the direction provided by the Mayor and City Council through their goals and objectives, in a timely, accurate, cost effective, and efficient manner. Financial Services Agency includes the following divisions: Accounting, Accounts Payable, Business License/Central Cashiering, Budget/Revenue/Grant Management, Accounts Receivable, Investments, Debt Management, Payroll, Purchasing, and Special Districts/Development Impact Fee (DIF) Administration.



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THE POSITION

The Budget Administrator is a department head position overseeing the activities and staff responsible for providing citywide administrative functions including but not limited to: budget administration and analysis, revenue and grants, and financial reporting. This includes providing highly responsible and complex analysis and evaluation to Executive Management. Preparing the annual budget for the City, conducting revenue and expenditure forecasting and research, providing technical expertise to other department heads and staff, preparing and presenting reports, and performing other related work as necessary. The Budget Administrator position has significant growth potential, both professionally and monetarily.

Duties for Budget Administrator (Departmental Administrator) include but are not limited to the following:

- Prepares, reviews and analyzes quarterly and annual comparison reports, cost statements, and budget estimate reports, including complex personnel costing, as it relates to the preparation of the City's annual operating budget, labor negotiations, and long-range financial planning.
- Oversees and manages the preparation and update of the City's Cost Allocation Plan and citywide fee update.
- Monitors City finances with attention to internal and external influences, performs quarterly financial analysis; produces and presents quarterly financial reports to the City Council and other audiences, and makes recommendations to adjust the City budget as necessary.
- Serves as the liaison with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
- Directs and/or participates in data collections activities, reviews statistical data for valid control totals, reviews and monitors financial data for revenue and expense verification.
- Reviews all City Council and Committee reports for fiscal impact and citywide financial impacts.
- Attends and participates in professional group meetings and stay current of new trends and developments in the field of municipal budgeting, public administration, and related fields.

FIVE TOOL PLAYER

Borrowing from the baseball concept of an ideal player (one who can hit, hit with power, throw, field, and run), the City of Ontario is seeking employees who are strong Leaders, Thinkers, Operators, Communicators, and Public Servants.

- **Leader** – Ethical, Hard-Working, Respectful, Self-Aware
- **Thinker** – Analytical, Creative, Strategic, Vision
- **Operator** – Expert, Mission, Structured, Tactical
- **Communicator** – Clear, Diplomatic, Intuitive, Listener
- **Public Servant** – Dedicated, Empathetic, Involved, Professional

- Oversees maintenance, testing, and updating of budget and cost allocation plan systems; ensures accurate and up-to-date public-facing content on the City's website.
- Conducts and oversees a variety of studies and performs special projects and related duties as required.

To view the Budget Administrator (Departmental Administrator) job description, please click [here](#).

THE IDEAL CANDIDATE

The ideal candidate is an experienced, innovative, and motivated finance professional who enjoys challenges and creative solutions and has a mentorship approach to managing employees. The Budget Administrator 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 are skills 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. A manager with a track record providing support and guidance to staff in a fast-paced environment, who creates a workplace of mutual trust, respect, and culture of high performance is highly desirable.

The ideal candidate will have the ability to step into this role to assist in fine tuning the grant administration process and procedures, provide guidance in improving financial systems, and guide the development of long-term multifaceted financial plans including comprehensive revenue and expenditure forecasts.

Key Competencies 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, utilizes technology to create efficiencies, and a working environment and culture that ensures trust and collaboration.
- Excellent time management, organizational skills, and the ability to adapt to changing priorities.
- Understands the need to develop and mentor employees, cross-train, and succession plan.
- An out of the box, big picture thinker with strong analytical skills and the ability to write clear and concise reports. Should have a sense of urgency and understands the need to meet deadlines.
- 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.



QUALIFICATION GUIDELINES

- Bachelor's degree or equivalent from an accredited college or university in business administration (finance/accounting), public administration, or a closely related field.
- Five (5) years of professional administrative or management experience performing budget, operational and/or fiscal analysis.
- Two (2) years plus of managerial level experience in the direction and coordination of complex projects and programs.

Desirable characteristics

- Master's degree from an accredited college or university in business administration (finance/accounting), public administration, or a closely related field.
- Certified Public Finance Officers (CPFO) certification.
- Skills in accounting reporting and analytics.

COMPENSATION AND BENEFITS

The City of Ontario offers an excellent compensation and benefits program. The salary range for the Budget Administrator is **\$130,831.92 - \$174,076.92**; placement within this range is dependent upon qualifications and experience.

Benefits include and are not limited to the following:

Medical, Dental, Vision

- Medical coverage HMO & PPO plans – City covers up to Kaiser family premium.
- Dental DHMO & DPO and Vision – City paid up to family premium.

Retirement

- The City of Ontario participates in CalPERS retirement plans.
- The City of Ontario participates in Social Security

Additional Benefits

- Effective July 2024, range increases to \$143,260.92 - \$190,614.24; incumbent actual increase is determined based on performance.

The City of Ontario desires to identify, attract, develop, and retain the most talented individuals in order to field an expert and resourceful workforce, capable of delivering Exceptional Customer Service to the Premier Community of the Inland Empire. The City's commitment as an Employer of Choice is to provide:

- High-Quality Facilities & Equipment
- Comprehensive Training & Professional Development Opportunities
- Highly Competitive Total Compensation Package

We invite you to learn more about the City of Ontario by reviewing [The Ontario Plan](#) and the [2024 State of the City](#) address to provide you with insight on how this position will play a vital role in making Ontario the Premier Community of the Inland Empire!

Vision

We strive to be the Premier Community of the Inland Empire.

Approach to Public Service

Commitment to the Community

Achieving Excellence Through Teamwork

Doing the Right Thing the Right Way

APPLICATION AND RECRUITMENT PROCESS

The final filing date is June 21, 2024.

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-administrator/>

Resumes should reflect years and months of positions held. 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 consultant. Koff & Associates will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

