

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT  
Position Description**

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<b>TITLE:</b>	Manager, Budget Services	<b>CLASSIFICATION:</b>	Classified Non-Represented Management
<b>SERIES:</b>	Manager II	<b>FLSA:</b>	Exempt
<b>JOB CLASS CODE:</b>	9813	<b>WORK YEAR:</b>	12 Months
<b>DEPARTMENT:</b>	Budget Services	<b>SALARY:</b>	Range 11 Salary Schedule A
<b>REPORTS TO:</b>	Assigned Supervisor	<b>HR APPROVAL:</b>	11/10/2021
		<b>CABINET APPROVAL:</b>	11/5/2021

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**REPRESENTATIVE DUTIES:** (Included below [E]. This position description is associated with this classification, but

Manage, plan, organize, coordinate, and direct complex, advanced-level budget functions and operational activities requiring independent judgment and analysis; oversee budget software functions to ensure data integrity. **E**

Supervise, evaluate, train, and direct the performance of

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- Research methods and report writing techniques.
- Presentation, communication, and public speaking techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Reading and writing English communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer terminal, related software, and other office equipment.
- Health and safety regulations.

**ABILITY TO:**

- Manage, plan, organize, coordinate, and direct complex, advanced-level budget functions and operational activities requiring independent judgment and analysis.
- Oversee budget software functions to ensure data integrity.
- Train, supervise, and evaluate the performance of assigned staff.
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change.
- Maintain statistical records, and prepare comprehensive statistical reports, analyses, and recommendations.
- Research, analyze, compile, verify data, and prepare reports.
- Read, interpret, apply, and explain rules, regulations, policies, and procedures.
- Maintain confidentiality as appropriate.
- Understand and follow oral and written directions, procedures, functions, and limitations of assigned duties.
- Operate a computer and related software to enter data, maintain records, and generate reports.
- Communicate effectively, and maintain cooperative and effective working relationships with others.
- Analyze situations accurately, and adopt an effective course of action.
- Work independently with little direction, and meet schedules and timelines.
- Compose correspondence and written materials independently.
- Utilize effective leadership skills that work well within a team setting.
- Meet District standards of professional conduct as outlined in Board Policy.
- Lift light objects according to safety