



CITY OF SEATTLE

Fiscal & Policy Manager – Community Development and Human Services

SALARY:	\$43.11 - \$64.67 Hourly \$86,526.72 - \$129,790.08 Annually
LOCATION:	City Hall, 600 4th Ave., Seattle, Washington
JOB TYPE:	Civil Service Exempt, Regular, Full-Time
SHIFT:	Day
DEPARTMENT:	City Budget Office
BARGAINING UNIT:	Not Represented
CLOSING DATE:	02/09/16 04:00 PM Pacific Time

POSITION DESCRIPTION:

The City Budget Office (CBO) is seeking a qualified Fiscal and Policy Manager. This position works directly with the Mayor, senior executive staff, City Council members, department directors, and finance management staff, contributing to the implementation of high-level policy and budget decisions that have long-term implications across departmental lines. We are seeking applicants who can apply their skills to variety of fiscal and policy issues, with a particular emphasis on human services, housing, and planning issues, as well as supervise a team of Fiscal and Policy Analysts.

The City Budget Office is responsible for developing and monitoring the City's annual budget, carrying out budget related functions, and overseeing the fiscal policy and financial planning activities. The City Budget Office also provides strategic analysis and works closely with departments and the Office of Policy and Innovation to develop key policy and planning initiatives for the Mayor's Office.

JOB RESPONSIBILITIES:

- Oversees the work of a team of Fiscal and Policy Analysts who are directly responsible for shaping and influencing City policy and operations. Ensures that team work is of high quality and completed in a timely manner
- Works with the Fiscal and Policy Analysts to assess the potential financial and operational implications of alternative decisions and actions, consistent with legal constraints and Mayoral guidelines
- Develops and presents long-term strategic financial plans, tools and policy recommendations to a variety of audiences, including the Mayor, the Mayor's Executive Team, the City Council and the Council's staff, in a politically sensitive environment
- Reviews team financial analyses and written materials for clarity, accuracy, and logic (including a review of underlying technical data)
- Reviews and approves decisions regarding departmental budgets to ensure consistency with City policies and the budget priorities of the Mayor and City Council
- Contributes to, and occasionally organizes, projects, programs and teams that involve multiple City departments
- Communicates about highly sensitive and controversial issues with tact and discretion
- Participates on CBO's Executive Team, providing leadership and guidance for the Office's operations and staff
- Represents and pursues the City's interests on regional issues in meetings and negotiations with partnering agencies

QUALIFICATIONS:

In addition to the qualities mentioned above, you will need to possess the below qualifications (or a combination of education, training or experience which provides an equivalent background required to perform the work of the class):

- Bachelor's degree or advanced degree in Public Policy, Finance, Economics, Public Administration or a related field
- At least five years of experience performing high-level policy and financial analysis work

DESIRED CAPABILITIES:

- Strong analytical skills
- Excellent oral and written communication
- Demonstrated leadership and management skills
- Experience providing strategic advice
- Interpersonal skills
- An understanding of the local, regional, and national political climate
- The ability to:
 - Identify appropriate levels, sources, and allocation of resources for major services or programs
 - Constructively influence decision-making and operations
 - Produce high-quality work under short timelines, particularly during summer months
 - Navigate politically sensitive situations, including delivering disappointing news
 - Work with, and occasionally lead, an interdepartmental team
 - Communicate and work with other staff who may approach the same issue with different priorities and perspectives

ADDITIONAL INFORMATION:

This position is classified as a Strategic Advisor 3, Exempt.

APPLICATION PROCESS:

In order to be considered, you must submit a resume, cover letter, and complete the application in its entirety, including all supplemental questions by 4:00pm Pacific Time on Tuesday, February 9th at www.seattle.gov/jobs. The City of Seattle values diverse perspectives and life experiences; people of color, women, LGBTQ, people with disabilities, and veterans are encouraged to apply. If you have questions please contact Lindsey King at lindsey.king@seattle.gov.

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2016- 00105

<http://www.seattle.gov/jobs>
FISCAL & POLICY MANAGER – COMMUNITY DEVELOPMENT AND HUMAN SERVICES
LK

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov



The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.
