

# CITY OF NORTH MIAMI

## EMPLOYMENT ANNOUNCEMENT

**OPEN  
NON-COMPETITIVE  
CS-1371**

**BUDGET ADMINISTRATOR (223)  
Recruitment #00114  
\$47,202 - \$70,164/year**

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NON-COMPETITIVE  
CS-1371**

Applications for this position will be **accepted until 4:45 p.m. Friday, April 19, 2013.**

Following review of candidate's application by the Personnel Administration Department, qualified applicants will be placed on an Eligible List in alphabetical order. Only those candidates who specifically meet the specific requirements for the position may be contacted for an interview.

**You must provide an email address. Emails can be set up at your local public library. If no email address is provided, you will not be notified of your status and will not be considered for the position.**

### **GENERAL STATEMENT OF DUTIES:**

This is a highly responsible, professional position assisting the Budget Manager in the development, implementation and administration of the City's annual budget, in a manner consistent with mandated City budgetary procedures. A person in this classification works under limited supervision and must exhibit a high level of sound independent judgment. Assists in the development, implementation and ongoing maintenance of the City's annual budget and CAFR; Meet with departments to review work, plans goals and objectives; Performs some supervisions may be exercised over subordinate administrative, clerical and specialized employees. Responsible for ensuring that the city's financial data is properly presented in mandated advertisements and documentations required for public hearings and the adoption of the final budget by City Council. Work is performed under the general supervision of the Budget Manager and is reviewed through reports, periodic internal and external audits, conference, and results obtained. Work is reviewed through conferences and results obtained.

### **REQUIREMENTS:**

Bachelor's degree in public or business administration from an accredited college or university (**proof required at time of application**) and three (3) years of professional experience developing, monitoring and reviewing budgets.

### **IN LIEU OF EXAMINATION:**

Evaluation of education, training, and experience as included in candidate's application

04/2/13

**\* Includes 2.5% Job Basis in lieu of overtime**

**Current North Miami Employees** must complete an application with all work experience relevant to position applying for. In addition, copies of all documents requested must be submitted at time of application. Only information provided at time of application will be reviewed for eligibility. Personnel Administration will not review employee's personnel file or consider personal knowledge of applicant when determining eligibility.

Candidates must pass a background investigation and medical examination prior to employment. Per Federal law, we hire only U.S. citizens or lawfully authorized aliens who provide proof of their identity and employment eligibility.

VETERAN'S PREFERENCE will be given to eligible veterans and spouses of veterans as outlined in Florida Administrative Code 55A-7, Florida Statutes, Chapter 295 & Chapter 2003-42 Laws of Florida. Candidates claiming veteran's preference must present original or certified copy of DD214 and proof of disability dated within the last twelve (12) months (if applicable) at time of application.

REASONABLE ACCOMMODATION: Personnel Administration will make efforts to reasonably accommodate persons in the examination process. Please advise of special needs in advance by calling (305) 895-9866. The hearing impaired may call (305) 893-7936 (TTY line) for information.

APPLY IN PERSON: Personnel Administration, City Hall, 776 N.E. 125 Street, 8:00 am to 4:45 pm Monday through Friday. Applications available on the City website ([www.northmiamifl.gov](http://www.northmiamifl.gov))

THE CITY OF NORTH MIAMI MAINTAINS AN ALCOHOL AND DRUG FREE WORKPLACE AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, GENDER, NATIONAL OR ETHNIC ORIGIN, AGE OR DISABILITY.

**EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER.**