



MUNICIPAL COURT OF ATLANTA BUDGET MANAGER, SR.

STARTING SALARY RANGE: \$56,767.00 - \$82,879.00

Salary Grade: 28

Applications Accepted From: June 29, 2011 until July 13, 2011

THE POSITION

The purpose of this job is to perform administrative/management functions associated with budget management and fiscal activities at the Municipal Court of Atlanta. Duties include, but are not limited to: preparing departmental budgets; preparing goals and expenditure projections; overseeing departmental procurement; conducting and preparing statistical analysis; grants management; negotiating contracts; and generating reports and forms.

MINIMUM REQUIREMENTS

Bachelor's degree in Business/Public Administration, Finance, Accounting or related field required; six years of contract interpretation, accounting, budget management and/or financial analysis experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Supervisory experience required. A successful candidate should possess strong analytical skills and have solid experience with statistical reporting and a solid track record handling judicial and/or public agency budgets (direct experience in judiciary environment preferred).

SPECIAL REQUIREMENTS: Candidates for this position must complete a drug screen, credit history and background checks with favorable results in order to be considered for placement in this position.

THE CITY OF ATLANTA EMPLOYMENT OFFICE WILL BE ACCEPTING APPLICATIONS ONLINE AT THE WEBSITE LISTED BELOW. ONLY THOSE APPLICANTS DEEMED MOST QUALIFIED WILL BE CONTACTED.

Resumes will not be accepted in lieu of application

Applications accepted online at www.atlantaga.gov

Additional information about the application process should be directed to:

City of Atlanta Department of Human Resources

City Hall Tower, 68 Mitchell Street, SW, Suite 2107, Atlanta, Georgia 30335-0306

Phone (404) 330-6369 FAX: (404) 658-6157

Equal Employment Opportunity Employer

Applicants must be eligible to work in the United States of America