

BUDGET ADMINISTRATOR



OAKLAND



The City of Oakland is an equal opportunity employer that values workforce diversity, inclusion, and equity. Oakland has a long history of activism around issues of justice and equity. Both oppression and this resistance to oppression have shaped the city's historical roots and the lives of its residents to this day. As public servants in one of the most diverse cities in the nation, we strive to develop employees who understand the harm and impacts of systemic inequity to create lasting, meaningful outcomes for everyone. Oakland strives to establish an environment that embraces the richness of culture, community, and individualism of employees.



CITY OF OAKLAND

The City of Oakland is a vibrant urban hub located in the San Francisco Bay Area. With a population of more than 400,000, Oakland is renowned for its rich diversity, distinctive neighborhoods, thriving arts and cultural scene, recreational amenities, and entrepreneurial spirit.

Oakland's location between the San Francisco Bay and rolling East Bay hills provides exceptional natural beauty and abundant green space, including more than 140 parks and such landmarks as Lake Merritt and Joaquin Miller Park. The City is also a major economic center for Northern California, anchored by the Port of Oakland and a diverse mix of businesses, institutions, educational organizations, and community-based organizations.

Oakland combines the energy and complexity of a major urban center with a deeply rooted sense of community. For professionals committed to public service, the City offers the opportunity to work on consequential issues while helping shape the future of one of California's most dynamic and diverse communities.

#OaklandLoveLife

In April 2016, the City of Oakland adopted #OaklandLoveLife as its official city motto in memory of 16-year-old Lo'Eshe Lacy. Lo'Eshe, in Nigerian Igbo, means "love life," a rallying cry that has come to embody Oakland pride and community.



CITY GOVERNANCE

The City of Oakland operates under a Mayor-Council form of government. The Mayor is elected at-large and leads the executive branch, while the City Administrator oversees the City's day-to-day operations. The eight-member City Council establishes citywide priorities, adopts ordinances, approves the City's budget, and appoints members to boards and commissions.

Oakland is a full-service city with approximately 4,200 employees and an annual budget exceeding \$1.3 billion. The City provides a broad range of essential services, including public safety, public works, housing and community development, libraries, parks and recreation, transportation, economic development, and other services that directly affect the lives of Oakland residents.

Oakland is at an important point in its fiscal and organizational evolution. The City continues to address structural budget pressures while pursuing long-term fiscal sustainability, organizational effectiveness, and responsible delivery of essential services. This environment creates an exceptional opportunity for an accomplished public finance leader to help shape the City's financial future.

THE FINANCE DEPARTMENT & BUDGET BUREAU

The Finance Department provides the financial stewardship, systems, and expertise necessary to support the City of Oakland's operations and long-term fiscal health. Within the Department, the Budget Bureau plays a central role in citywide budget development and monitoring, fiscal analysis, financial planning, expenditure control, revenue forecasting, performance measurement, and the continued development of the City's financial management systems.

The Budget Bureau works across the organization, partnering with City leadership and departments to translate financial information into sound policy and operational decisions. Its work extends beyond development of the City's budget to include long-range financial planning, analysis of current and future needs, evaluation of fiscal impacts, development of financial policies and procedures, and communication of complex financial strategies to City leadership and other stakeholders.

The next Budget Administrator will have the opportunity to build upon that foundation while expanding the Bureau's strategic capacity and helping guide Oakland through its next chapter of fiscal stewardship and organizational excellence.



THE POSITION

The Budget Administrator is a senior management position within the Finance Department responsible for leading Oakland's centralized budget and fiscal analytical services. The position plans, organizes, manages, and directs the activities of the Budget Bureau, including citywide budget development and monitoring, financial planning, fiscal analysis, revenue forecasting, expenditure control, performance measurement, and financial systems development.

More than a traditional budget management role, the Budget Administrator has evolved into a highly strategic leadership position. The successful candidate will serve as a key financial advisor, helping executive leadership anticipate emerging issues, evaluate alternatives, navigate complex financial decisions, and advance the City's long-term fiscal and organizational priorities.

Reporting to the Finance Director, the Budget Administrator will lead the development and implementa-

tion of financial management policies, systems, procedures, and standards; prepare and recommend long-range financial plans; direct major fiscal studies and analyses; and communicate City financial strategies and budgetary information to executive leadership, City Council, departments, public agencies, and community stakeholders. The position also plays an important organizational leadership role through the selection, supervision, mentoring, and development of Budget Bureau staff.

A defining expectation of this role is the ability to operate effectively at both the executive and technical levels. The Budget Administrator must possess the executive presence to advise senior leadership and elected officials while also maintaining the technical depth and intellectual curiosity to engage directly with complex financial models, forecasts, assumptions, variances, and underlying data. The successful candidate will be comfortable digging into the details necessary to understand what is driving the numbers, challenge assumptions, identify risks, evaluate alternatives, and develop sound solutions.





STRATEGIC PRIORITIES

Stakeholders identified six strategic priorities that will define success for Oakland's next Budget Administrator:

SERVE AS A TRUSTED STRATEGIC ADVISOR:

Partner closely with the Finance Director and executive leadership to provide thoughtful financial counsel, anticipate emerging issues, navigate complexity, and help shape decisions that advance Oakland's long-term fiscal and organizational priorities.

ADVANCE LONG-TERM FISCAL SUSTAINABILITY:

Help strengthen Oakland's financial foundation by advancing implementation of the City's Fiscal Roadmap, addressing structural budget challenges, strengthening long-range financial planning, and identifying innovative, data-informed approaches to long-term financial health.

BUILD STRONG RELATIONSHIPS ACROSS THE ORGANIZATION:

Cultivate trusted partnerships with department directors, executive leadership, elected officials, labor representatives, and other key stakeholders. Foster collaboration, transparency, and consensus while supporting informed decision-making.

LEAD A TRANSPARENT & COLLABORATIVE BUDGET PROCESS:

Guide a budget development process characterized by early engagement, partnership, transparency, fiscal discipline, and accountability while strengthening confidence in the City's financial decision-making.

DEVELOP THE BUDGET BUREAU:

Build upon an already strong team by recruiting, mentoring, and developing staff; creating opportunities for professional growth; strengthening organizational capacity; and fostering a culture of accountability, collaboration, and continuous improvement.

LEAD ORGANIZATIONAL MODERNIZATION:

Champion improvements in financial reporting, performance management, business processes, and budgeting systems that enable Oakland to become increasingly agile, data-driven, and responsive to emerging fiscal and operational challenges.

THE IDEAL CANDIDATE

The next Budget Administrator will be a strategic financial leader who combines exceptional public finance expertise with the judgment, communication skills, organizational awareness, and leadership presence necessary to influence decisions at the highest levels of City government.

The ideal candidate will be intellectually curious and analytically rigorous, with a genuine command of the numbers underlying the City's financial position. They will not simply rely on staff analysis or high-level summaries; they will have the ability and inclination to engage directly with financial data, test assumptions, understand variances and trends, evaluate forecasts and scenarios, and ask the probing questions necessary to reach well-supported conclusions. At the same time, they must be able to step back from the detail, understand its broader implications, and translate sophisticated financial analysis into clear strategic choices for decision-makers.

This individual will be a collaborative and credible partner who understands that successful budgeting is as much about relationships, communication, and trust as it is about numbers. They will bring the political awareness to navigate a complex municipal environment without becoming political, exercising sound judgment and maintaining credibility across differing perspectives.

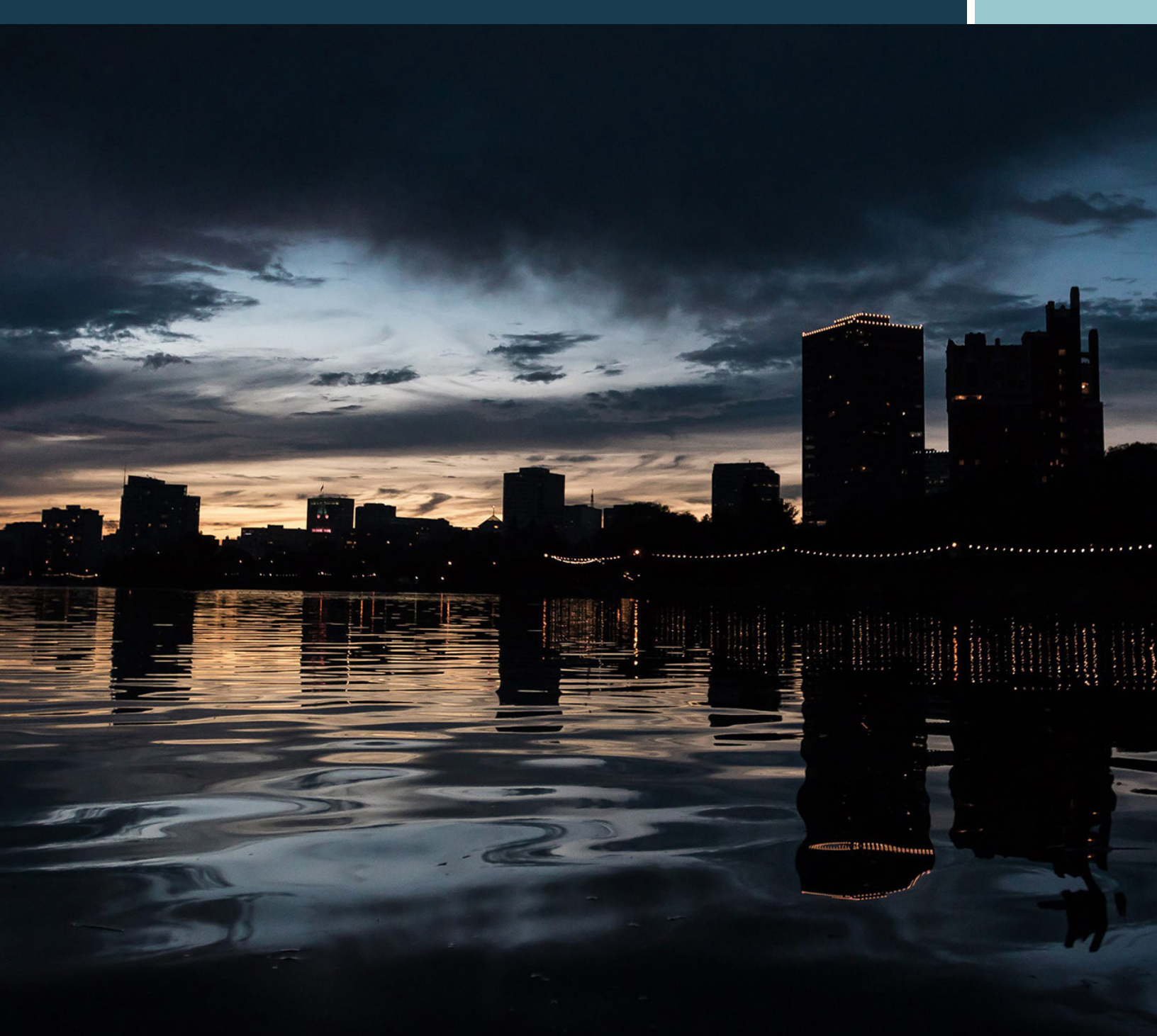
The successful candidate will also be an organizational builder. They will recognize the strengths of the existing Budget Bureau, invest in its people, develop future leaders, strengthen internal capacity, and create an environment characterized by accountability, collaboration, professional growth, and continuous improvement.

Finally, Oakland needs a leader who is comfortable with a dynamic environment. The Budget Administrator must be able to shift between long-term financial planning and rapidly emerging issues, maintain perspective under pressure, and move important initiatives from strategy through implementation.



THE SUCCESSFUL CANDIDATE WILL HAVE:

- Deep technical command of public-sector budgeting and financial analysis, with the ability and willingness to engage directly with complex financial data, models, forecasts, assumptions, and scenarios.
- Demonstrated ability to move seamlessly between detailed financial analysis and enterprise-level strategy, understanding both what the numbers say and what they mean for the organization.
- The analytical rigor and intellectual curiosity to probe underlying assumptions, identify financial risks and trends, evaluate alternatives, and develop well-supported recommendations.
- Demonstrated ability to provide strategic financial counsel to senior executives and elected officials.
- Strong executive communication skills and the ability to translate complex financial information into clear, actionable choices for both financial and non-financial audiences.
- Political and organizational acumen, sound judgment, and the ability to navigate a highly visible and dynamic environment.
- A collaborative leadership style and demonstrated success building productive relationships across departments and organizational boundaries.
- Experience developing, mentoring, and leading high-performing professional teams.
- A record of leading organizational improvement, modernization, process improvement, and/or financial systems initiatives.
- The ability to balance strategic vision with disciplined execution and measurable results.
- The agility and responsiveness to manage multiple, diverse, and rapidly changing priorities.



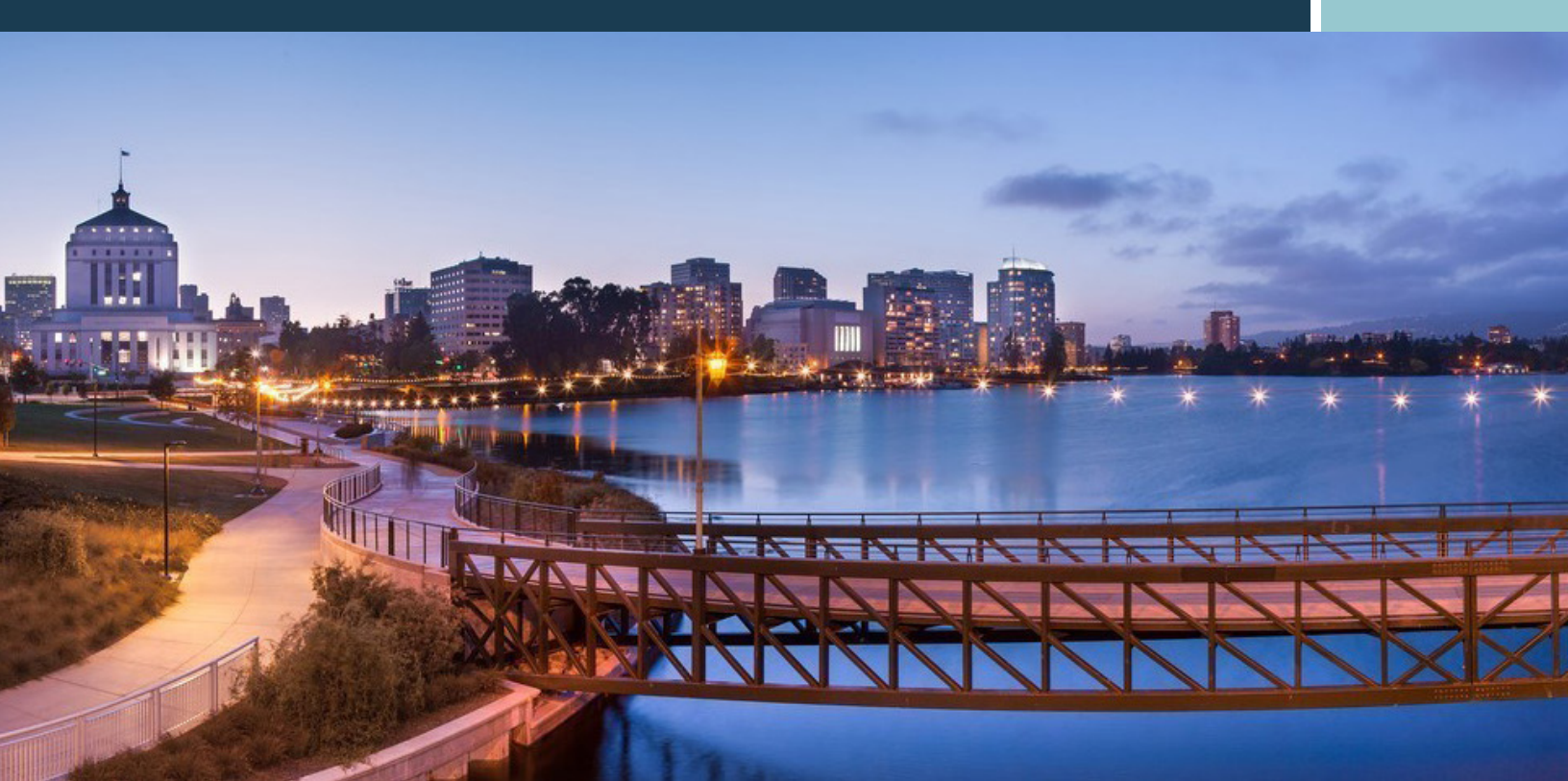
REQUIREMENTS

Any combination of education and experience that is equivalent to the following minimum qualifications may be acceptable.

Education: A bachelor's degree from an accredited college or university in public or business administration, economics, accounting, finance, or a related field. A master's degree is desirable.

Experience: Five (5) years of progressively responsible experience in budget, analytical, and financial management in a government agency, including at least three (3) years in a supervisory or management capacity. Experience working with citizen organizations and elected officials is desirable.

License/Other Requirements: An individual appointed to this position will be required to maintain a valid California Driver's License throughout the tenure of employment OR demonstrate the ability to travel to various locations in a timely manner as required in the performance of assigned duties.



COMPENSATION & BENEFITS

\$210,316.44 - \$258,217.80 annually

The Budget Administrator is designated as a Senior Management, Unrepresented classification. The City of Oakland offers a comprehensive benefits package designed to attract and retain exceptional public-sector leaders. Salary is negotiable within the defined range depending on qualifications.

Benefits include generous medical insurance, life insurance, automobile allowance, paid holidays, vacation, sick leave, management leave, public sector retirement (CalPERS 2.5% @ 55 classic member; 2% @ 62 new PEPPRA member), and voluntary deferred compensation. Click on the [link](#) for the city's 2025 Benefits Matrix.

THE PROCESS

The recruitment process will begin with a comprehensive review of applications, resumes, and cover letters. Candidates whose experience and qualifications most closely align with the City's needs will be invited to participate in an initial screening process.

The most highly qualified candidates will advance through the City's interview and selection process. Candidate evaluation will focus on technical public

finance expertise and analytical depth as well as strategic leadership, executive communication, organizational and political acumen, relationship-building, people leadership, and demonstrated ability to lead through complexity and change.

HOW TO APPLY

To be considered for this exceptional career opportunity, candidates should submit a resume and cover letter describing their qualifications, leadership experience, and interest in serving as the City of Oakland's next Budget Administrator.

Apply online at:
ba.coo@thehawkinscompany.com

Application Deadline:
October 9, 2026

For additional information regarding this recruitment, please contact: Will Hawkins or Yonnine Hawkins Garr at 310-703-4474 or 310-252-1655



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