

BUDGET ANALYST

Job Summary:

Under direction, performs varied and complex professional and confidential administrative work related to the City's budget; conducts administrative studies and analysis of financial trends in order to make recommendations for the budget; acts as staff support to the Finance Director and authorized committees, commissions, or boards.

Essential Duties and Responsibilities:

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change, or rescind related duties and work assignments.)

1. Perform administrative duties to assist the Finance Director or other executive management with the budget process.
2. Provide administrative staff support at meetings of a committee, commission, or board as assigned.
3. Analyze revenues, expenditures and financial trends to develop forecast recommendations.
4. Perform complex employee compensation calculations for purposes of preparing the budget;
5. Monitor revenues and expenditures, and distribute periodic reports to assist managers with monitoring their assigned budgets;
6. Research, analyze data, and prepare recommendations in written or oral form to executive management.
7. Represent the City at public functions.
8. Disseminate information to the public on behalf of the City in situations requiring judgment and tact.
9. Prepare official correspondence.
10. Conduct benchmarking studies with other agencies in relation to budget and financial matters and research best practices.
11. Assist in budget preparation by drafting or revising justifications for expenditures and compiling supportive data; perform studies to ascertain the efficiency, economy, and effectiveness of departmental operations, policies, and procedures.
12. Implement change resulting from studies.
13. Write procedural manuals or instructions.
14. Collect and analyze performance data for City operations.
15. Write RFPs and/or RFQs for professional services.
16. Administer contract compliance administration.
17. Prepare and monitor capital improvement project budgets.
18. Write and administer grants.
19. Evaluate impact of new or revised programs and their objectives compliance.
20. Performs related duties as required.

Qualification Guidelines:

A typical way to obtain the requisite qualifications to perform the duties of this class is as follows:

Education and/or Experience:

Bachelor's degree in finance, public administration, or an occupationally related field and three (3) years full-time paid experience in a staff capacity working on budgets, analyzing and making recommendations, and conducting financial forecasting. Experience and/or education in a related field may be substituted on a year for year basis.

Knowledge of:

- Research and analytical methods.
- Statistical methods and procedures.
- Methods of report presentation.
- Budgeting practices.
- Purchasing practices.
- Office Management practices, procedures and safety.
- Organizational Theory.
- Cost Analysis.
- Public Administration.

Skill and/or Ability to:

- Compile, analyze and evaluate complex administrative and sensitive information.
- Plan, organize, direct and evaluate programs.
- Communicate effectively, orally and in writing.
- Establish and maintain effective working relationships with others.
- Operate computers and related software.

License:

Possession of a valid California Class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

Physical Requirements and Working Conditions:

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require vision (which may be corrected) to read small print.
- Perform work which is primarily sedentary.
- May be required to use personal vehicle in the course of employment.
- Is subject to inside and outside environmental conditions.
- May be required to attend periodic evening meetings and/or to travel within and out of City boundaries to attend meetings.
- May be required to work evenings or weekends.

