

SENIOR BUDGET ANALYST (UC)DEFINITION

Under the direction of the Assistant Director of Finance and Management Services, performs responsible supervisory and professional staff work in developing, preparing, and monitoring the City's budget.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO:

Analyzes proposed department budgets for accuracy, impact on City resources and adherence to established fiscal policy; participates in budget team conferences and makes recommendations to the City Manager regarding budget requests; assists in coordinating the preparation of the proposed budget document for presentation to the City Council; conducts studies and prepares reports on financial matters, management methods, administrative and operating systems and procedures; acts as administrative liaison in assisting department budget staff in preparing department budget requests; analyzes and provides fiscal control of budgetary expenditures; performs research activities concerning organizational structure, staffing, operations, procedures and policies; supervises personnel assigned to the Budget and Research Section. Performs other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS:

This is the advanced journey level class in the Budget Analyst series. This class is distinguished from the journey level class of Budget Analyst by the difficulty, complexity and scope of work performed, and by its supervisory responsibilities. Both classifications have responsibility for coordinating, preparing and monitoring the City's budget.

RECOMMENDED MINIMUM QUALIFICATIONS

Three years of increasingly complex and responsible experience in governmental budgetary and financial activities including administrative, productivity and organizational analysis. Graduation from an accredited four-year college with a degree in public or business administration, finance, economics, accounting or related field may be used in combination with experience to meet the minimum qualifications and desired knowledge, skills and abilities which provide:

Knowledge of: principles and practices of supervision, public administration, municipal finance, budgeting and budget procedures, research techniques, methods and procedures.

Skill in: the use of a personal computer, financial system and business software applications such as Microsoft Word, Excel, Access, Outlook.

Ability to: gather, organize, analyze, and interpret data; draw sound conclusions from assembled information; develop alternative solutions to problems; present research findings and ideas concisely and effectively orally and in writing; supervise assigned staff; exercise resourcefulness in addressing and resolving problems; establish and maintain effective working relationships with municipal officials, managers, employees, and the general public.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

The successful Senior Budget Analyst is a detail-oriented, analytical problem solver who demonstrates excellent judgment, can be relied upon to work independently, and is an effective supervisor. This individual works under minimal deadlines and provides sound recommendations to management and the City's Budget Team. This person enjoys complex and challenging assignments and being a part of the team that develops the City's budget, multi-year financial forecast, revenue manual, and performs other research projects.

Class title established per Council Resolution No. 2006-007,
effective 02-06-06.

ADA approved: 05/07