

MANAGEMENT & BUDGET ANALYST II

Summary Position Description

Reviews and analyzes programs and financial requests for the Operating Budget and the Capital Improvement Program (CIP); performs general and advanced research assignments and develops effective conclusions and recommendations; prepares reports and recommendations for City Council, the City Manager, management groups, and the departments; serves as a member of city teams as needed; does related work as required.

Critical Elements of Performance

Reviews, analyzes and evaluates budget requests, appropriations and adjustments to determine availability of funds and impact of requests on the budget and effectively recommends disposition; may serve as primary analyst for assigned departments to assist with the preparation and administration of their annual budgets; responsible for monitoring and analyzing department objectives and measures; conducts general and advanced research to prepare special studies, management action recommendations for research subject matters; responsible for ensuring that legal and management deadlines are met; responsible for composing financial and programmatic ordinances and information, and familiarity with city programs and departments to perform non-routine analysis as requested by City Council, executive staff and the Director; facilitates effective group interactions to achieve consensus, applies knowledge of the theory and practice of strategic planning and productivity analysis.

Performance Standards

Conducts budget analysis and reviews other projects in a timely and accurate fashion; assists in administration of program and departmental objectives and performance indicators; recommends new objectives, performance indicators, and data collection procedures; researches projects by reviewing and identifying applicable sources as well as interviewing appropriate contacts; collects, analyzes and interprets data and prepares reports, evaluations and studies for review by City Council, the executive staff, management teams and the public; reviews departmental budget requests for accuracy, documentation of personnel and resource allocations, effectiveness and efficiency and makes recommendations of requests; reviews and analyzes departmental programs and operations, makes effective recommendations and coordinates their implementation; effectively negotiates and communicates, both orally and in writing, with department officials and staff, management groups, executive staff; participates in the strategic planning process through the analysis of related data.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of the principles and practices of municipal administration, operating and capital budgeting and measurement of municipal services.
2. Knowledge of research, statistical, program evaluation and survey techniques and methods.

3. Knowledge of computer hardware and software.
4. Knowledge of financial forecasting techniques and productivity analysis.
5. Knowledge of citywide operations including several areas of specialization and sources and contacts for information.
6. Knowledge of the principles of interpersonal and group relations and processes and sensitivity to others in professional interactions.
7. Knowledge of strategic planning principles and techniques.
8. Knowledge of organizational systems and processes.

B. Skills

1. Skill in preparing detailed report documents and in designing document forms and formats.
2. Skill in reviewing and interpreting statistical and financial data provided by departments, consultants and outside agencies.
3. Skill in utilizing research, quantitative, non-quantitative, analytical and statistical methods in analyzing municipal programs and budgets.
4. Skill in utilizing compute software such as database management, word processing, spreadsheets and graphics packages.
5. Skill in effectively interacting and communicating, both orally and in writing, with department officials, management groups and staff.
6. Skill in applying familiarity of citywide/departmental operations and identifying sources of information.
7. Skill in forecasting resource requirements, developing surveys and other skills associated with the strategic planning process and program performance measurement.

C. Abilities

1. Ability to analyze and synthesize technical reports, apply research and statistical techniques, and prepare comprehensive reports and effective recommendations.

2. Ability to establish and maintain effective working relationships with officials, fellow employees, employees of other departments and achieve consensus through group processes.
3. Ability to monitor and relate budgetary issues to trends, administrative goals and City Council directives and to make presentations as necessary.
4. Ability to carry out brief general instructions effectively and with dispatch.
5. Ability to operate microcomputers.
6. Ability to analyze sensitive and complex administrative problems, make effective recommendations for solution and prepare working procedures.
7. Ability to negotiate equitable solutions to financial and administrative problems.
8. Ability to apply familiarity with citywide/departmental operations and identify/develop sources and contacts for information.
9. Ability to apply general strategic planning principles and techniques.

Minimum Qualifications

Requires any combination of education (above the high school level) and/or experience equivalent to eight (8) years in fields utilizing the knowledge, skills and abilities listed above, such as public or business administration, urban affairs or a closely related field in positions such as Management Budget Analyst I, Public Safety Analyst or Research Analyst.

Preferences

Masters Degree in a related field.