Created June 2014

Job Title:	**Budget and Management Analyst**
Job Description Number:	**1405**
Department/Division:	**OMB/Administration**
Exemption Status:	**Exempt**
Pay Grade:	**109**
Immediate Supervisor:	**Budget Administrator**
Normal Work Schedule:	**Mon-Fri, 8 hours/day**

Brief Description of the Job:

Responsible for professional technical work in the preparation and development of the annual Operating Budget and Capital Improvement Program (CIP). Serves as consulting resource for City departments by providing budgetary and special project consulting and support services as requested for departments, divisions, programs, and/or processes for efficiency, cost-effectiveness and success of intended outcomes. This position requires strong written and verbal communication skills, as assignments will include preparation of written analysis and evaluations to department directors and the City's Senior Leadership Team. Exemplary collaboration skills are needed to establish and maintain effective working relationships and facilitate diverse groups in decision making processes.

Essential Functions:

Budgetary and Special Project Consultation and Support Services (50%): Provide budgetary and special project consulting and support services as requested by City Manager, OMB Director, and/or respective Department Director(s). Perform research and analytical management studies (e.g., statistical analyses on administrative, fiscal, and operational issues) independently and in conjunction with pertinent department staff pertaining to City strategic initiatives, programs and services. Coordinate and participate in organizational studies involving administrative or operational systems, procedures, functions, processes, and techniques. Prepare and present comprehensive technical, administrative, and financial analytical and statistical reports that present and interpret data, identify alternatives, and present and justify conclusions, forecasts, and recommendations based on data summaries and other findings. Submit recommendations for improving administrative methods, procedures, equipment and/or operations to Budget Administrator, OMB Director, Department Director(s), and/or City Manager for review and consideration. As needed implement new systems, methods and procedures; monitor program progress in meeting goals and objectives; conduct updates with management staff to inform and advise on project progress; make adjustments as necessary.

Preparation and Development of Operating Budget (30%): Assist with the preparation and development of the annual Operating Budget by migration of prior year data, preparation of budget forms for departments, collection and analysis of data submitted by departments, participation in departmental meetings and preparation of the final budget document. Set up budget spreadsheets for the departments and prepare the templates of the budget document. Participate in centralized line item budgeting such as personnel, utilities, cell phones, and capital equipment. Meet with department directors and other budget managers to discuss their department or division budgets. Review budget information for assigned departments and prepare recommendations for review by the Budget Administrator and OMB Director. Prepare briefing materials and assist the OMB Director and Budget Administrator in briefing decision makers including the City Manager and City Council. Assist in

coordination of the budget documents by writing texts, preparing charts and graphs, and formatting the 300+ page document.

Preparation and Development of Capital Improvement Program (20%): Assist with the preparation and development of the Capital Improvement Program (CIP) by preparation of project forms for departments, collection and analysis of data submitted by departments, participation in departmental meetings and preparation of final schedules and CIP document. Assemble, participate in, or lead staff committees as directed to review and evaluate requests.

Other duties and responsibilities as assigned.

Physical Demands

Overall Strength Demands: Sedentary strength demands include exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.

Physical Demands: Continuously requires sitting and talking as well as using vision to read written and electronic materials. Frequently requires use of hearing to participate in discussions and telephone conversations. Occasionally requires walking and carrying. Rarely requires standing, lifting, reaching, handling, kneeling, pushing/pulling, climbing, bending, crouching, twisting, and using fine dexterity.

Machines, Tools, Equipment, and Work Aids: Computer and calculator

Computer Equipment and Software: MS Office suite of products, familiarity with SunGard HTE or comparable Financial Management software. Must have the ability to learn and use other applications as needed.

Working Conditions

Overall Working Conditions: Good: Relatively free form unpleasant environmental condition or hazards.

Environmental Factors: None

Health and Safety: None

Primary Work Location: Office environment.

Protective Equipment Required: None

Non-Physical Demands

Frequently requires working closely with others as part of a team, performing multiple tasks simultaneously and frequent change of tasks. Occasionally requires tedious or exacting work and irregular schedule/overtime. Rarely requires noisy/distracting environment.

Job Requirements

Formal Education: Bachelor's degree or equivalent in Finance, Accounting, Public Administration, Business Administration, or equivalent related field is required. Master's degree in Finance, Accounting, Public Administration or Business administration preferred.

Experience: Over two years' experience in Finance, Accounting, Public Administration or Business Administration. Experience in governmental budgeting, performance measurements and program evaluation highly desirable.

Driver's License Required: Valid SC Class D Driver's License

Certifications and Other Requirements: None

Job Demands

Reading: Advanced Level: Ability to read, analyze, and interpret general business periodicals, professional journals, technical journals and procedures, financial reports, legal documents, and governmental regulations as well as literature, books, reviews, reports, and abstracts.

Math: Advanced Level: Ability to apply fundamental concepts of theories; work with advanced mathematical operations methods and functions of real and complex variables.

Writing: Advanced Level: Ability to write policies, contracts, speeches, formal presentations, and/or technical and legal documents and correspondence.

Human Collaboration Skills: Decisions regarding interpretation of existing policies may be made. Contacts may involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions. Elements of persuasion may be necessary to gain cooperation and acceptance of ideas. Work has a high impact on the organization. External contacts include, but are not limited to, relevant State agency contacts, county agency contacts and other local government contacts.. Internal contacts include, but are not limited to, division and department directors, budget liaisons in other departments, other OMB divisions, employees needed during the course of consulting or support services, and the City Manager's office.

Management and Supervision: Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees. Complex scope of supervision.

Technical Skill: Advance Skill: Work requires advanced skills and knowledge in approaches and system, which affect the designs and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. Advanced application: Work product affects accuracy of multiple projects.

Fiscal Responsibility: Position does research for budget forms and requests, prepares draft documents, and oversees non-discretionary expenditures for a specific program, grant, or project.

Freedom to Act and Impact of Action

Receive General Direction: The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. Performance reviewed periodically. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

Disclaimer

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.