

**MANAGEMENT & BUDGET ANALYST
SENIOR MANAGEMENT & BUDGET ANALYST**

CODES/PAY RANGE(S)

Class Code: 3351	EEO Code: B	Pay Range: 214
Class Code: (Sr.) 3339	EEO Code: B	Pay Range: 216

MAJOR FUNCTION

Progressively responsible work researching, analyzing, and monitoring division budget expenditures, fund requests, and proposed programs in a central budget office.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

MANAGEMENT & BUDGET ANALYST

Performs technical budget analysis work including reviewing and making recommendations on amounts requested for operating funds and capital outlay appropriations.

Conducts an individual study of a particular planned program.

Interfaces with County Council, County Manager, department/division directors, activity directors, other staff and public on a regular basis.

Compiles specific information relative to initial cost, projected costs, proposed short term benefit and long range results. Analyzes and interprets data for administrative use. Researches and evaluates programs. Assures accuracy and propriety of financial data related to all grant projects.

Makes field inspections of physical facilities and financial and operating systems.

Reviews and makes recommendations to director on specific division requests considering such factors as propriety of the request, relationship to the authorized and budgeted functions, funds available, organizational impact, and the County Manager's intent.

Assists in the preparation of budgetary format and procedures.

Analyzes the impact of current and anticipated revenues in relationship to budgetary policy and fiscal plans. Assists in financial management analysis of on-going functions within divisions. Reviews and analyzes financial data and budget requests of assigned divisions.

(Management & Budget Analyst/Sr. Management & Budget Analyst continued - 2 of 3)

Furnishes advice and assistance to service center/group and activity directors in compiling budget requests. Assists in revising requests.

Reviews, revises, and approves narrative of proposed and annual budget by conferring with service center/group and activity directors negotiating projected expenditures and working within a pre-set budget framework.

Performs related work as required.

SENIOR MANAGEMENT & BUDGET ANALYST

Advanced technical work conducting more complex fiscal analysis of program requests.

May compile and maintain Capital Improvement Program including development of short-term and long-term financing schedules for funding capital projects. Coordinates with Finance Manager on the management of the debt service program.

May oversee operation of performance budgeting system; long-term strategic planning; user training; troubleshooting and problem resolution.

Performs all tasks as required in lower levels.

May supervise lower level analysts.

Assists in restructuring budgetary activities in accordance with new or revised legislative dictates.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of accounting and budgetary principles, practices, and procedures. Knowledge of current techniques of budgetary concepts applicable to governmental agencies. Knowledge and ability to use computer software related to finance, accounting, budgeting, word processing and public presentations.

Ability to analyze financial transactions. Ability to prepare statistical and narrative reports.

Ability to perform research. Ability to interpret budgetary format. Ability to make recommendations based on information available. Ability to develop and maintain effective working relationships. Ability to communicate effectively both orally and in writing.

(Management & Budget Analyst/Sr. Management & Budget Analyst continued - 3 of 3)

MINIMUM QUALIFICATIONS

MANAGEMENT BUDGET ANALYST -

Bachelor's degree in Business Administration, Finance, Accounting, Public Administration or closely related field, **and** two (2) years of progressively responsible experience in budget preparation and analysis. Must possess active Florida driver's license.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

SENIOR MANAGEMENT BUDGET ANALYST -

Bachelor's degree in Business Administration, Finance, Accounting, Public Administration or closely related field, **and** four (4) years progressively responsible experience in budget preparation and analysis. Must possess active Florida driver's license.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Physical Demands: Sedentary work. Talk, finger dexterity.

Mental Demands: Ability to perform advanced mathematical functions. Ability read and comprehend financial reports, professional journals and manuals, letters. Ability to write complex reports, financial reports, agenda items, letters, opinions, and recommendations. Ability to speak publicly and extemporaneously sufficiently to communicate ideas and theories. Ability to analyze data and formulate responses.

Environmental Demands: Inside work.

Revised 2/98
Replaces 10/94
Revised 4/07