

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 216

BUDGET ANALYST

GENERAL

This is highly responsible professional and administrative work involving budget and management analysis, planning, and coordinating grant acquisition and development activities for the Budget Office and other departments. Work involves responsibility for performing a variety of budget review and amendment functions including staff support and researching, compiling, and verifying budgetary information for completeness, accuracy and adherence to guidelines. May train others in budget related policies and procedures. Work is performed under the supervision of the Budget Director.

EXAMPLES OF ESSENTIAL DUTIES

The examples as listed are descriptions of essential functions and are not necessarily all inclusive. The omission of an essential function of work does not preclude management from assigning duties not listed herein. Assigned duties, which are essential function of work not listed herein, are permissible if such functions are a logical assignment to the position.

- Assist with the preparation of the budget manuals, calendars, budget documents.
- Analyzes, assists and processes the departments' budget requests.
- Assists with the preparation of the 10-year Capital Replacement Plan, Five-Year Capital Improvement Plan.
- Assists with reporting and compliance of the Community Shuttle Service Program and address citizen's complaints and requests.
- Assists with the non-profit Annual Partnerships Program.
- Updates the Strategic Plan initiatives and performance measures for the Budget Office and/or City Manager's Office.
- Assists with the preparation of the recommended and adopted budget books and other projects as needed, such as the budget in brief brochure, animated budget video, various budget publications/articles.
- Updates OpenGov tools, such as: Workforce Readiness, Budget and Planning, Financial Transparency and other software utilized in the preparation and publication of the budget documents.
- Conducts studies on improving organizational effectiveness.
- Performs various cost/benefit analyses.
- Compiles and analyzes local and regional economic indices.
- Developing presentations for City officials and public.
- Monitors monthly/quarterly revenues and expenditures for potential problems and reports on findings; may include the development of models and systems to forecast program revenues and costs.
- Producing quarterly revenue and expenses reports.
- Evaluating the impact of Federal and State legislative policies.
- Serves as liaison and technical resource for the Budget Office and other department and division personnel.
- Develops cash-flow projections for self-supporting and/ or fee-funded activities.
- Receives and responds to inquiries from City employees and the general public.
- Assists with other special projects as assigned.
- Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of current budgetary techniques, concepts and procedures applicable to local government.
- Knowledge of governmental accounting practices and procedures and local government financial information systems.
- Knowledge of purchasing policies and procedures.
- Knowledge of modern office practices and procedures and of business English, spelling and commercial arithmetic.
- Knowledge of the general research, planning and grant writing principles and practices. Knowledge of the standard terminology, techniques, practices and presentation of data collection and basic statistical analyses.

- Knowledge of federal, state, local and foundation procedures and regulations.
- Skill in the operation of a personal computer.
- Ability to analyze budget requests in relationship to City fiscal policy and operational objectives.
- Ability to prepare budgetary and financial projections and reports.
- Ability to communicate effectively, both orally and in writing.
- Ability to analyze and resolve complex fiscal, operational and policy problems.
- Ability to effectively use and operate various items of office related equipment.
- Ability to establish and maintain effective working relationships.
- Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of all city ethics and conflicts of interest policies. A strong understanding of ethical behavior is required.
- Ability to establish and maintain effective working relationships with the general public, co-workers, city officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.
- Ability to maintain regular and punctual attendance.

MINIMUM QUALIFICATIONS

Bachelor's degree in Public Administration, Finance, Accounting, with major course work in public administration, finance, social sciences, education or related field; experience in local government budget preparation, management analysis and/or social and human services including research, grant writing and project management experience. Master's degree is desirable, with emphasis in public finance or related fields. Years of experience in local government budget preparation, management analysis and/ or grant writing and project management.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, and handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 08/22

Bargaining Unit: Non-Bargaining

FLSA: Exempt

Classification: 28/50

Location: Budget Office

GERS: Regular Class