

**Classification Title: Budget and Management Analyst**

FLSA Status: Exempt

**BRIEF DESCRIPTION:** Provides budget and management consulting and analysis to County Departments. Assists in the development of the annual operating and/or capital budgets. Monitors expenditure and revenue budgets through the fiscal year. Performs complex budgetary, financial and operational analyses. Evaluates, develop, and upholds County policies.

**ESSENTIAL FUNCTIONS:**

*This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.*

S Sedentary	L Light	M Medium	H Heavy	V Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

#	Code	Essential Functions
1	S	Works collaboratively with departments on budget development and form completion. Analyzes and reviews requests in light of current fiscal and political realities. Provides recommendations to the County Manager on the validity of departmental requests. Prepares the Manager’s recommended operating and capital budget for presentation.
2	S	Oversees the day to day use of operating and/or capital budgets. Have knowledge of budget as well as financial issues of a department. Monitors multiple budgets. Acts as a liaison between departments and the Board of Commissioners concerning budget revisions and adjustments.
3	S	Assists departments in their improvement efforts by providing analytical support in the areas of finance, processes, and communications. Participates in initiatives that involve changing current business practices. Offers critical feedback to ensure viability of proposed initiatives.
4	S	Researches, gathers, and assembles disparate information from a variety of sources into usable format. Collects and review historical data to develop short and long range forecasts to related expenditures and revenues.
5	S	Assists the County Manager’s Office, the Board of Commissioners, and/or other departments with special projects which could include but not limited to procurement review, public relations, special studies, and developing solutions to specific problems.

**CLASSIFICATION REQUIREMENTS:**

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Education	Bachelor's degree in Business Administration, Public Administration, or Finance.
Experience	Two years experience in finance, budgeting, policy or management analysis.
Equivalent Education & Experience Accepted?	Yes
Certification and Other Requirements	A valid driver's license and a "safe" driving record required.
Reading	Advanced
Math	Advanced
Writing	Advanced
Managerial	Receives Limited Direction.
Budget Responsibility	Has responsibility for the final approval of at least one departmental budget and presents the budget (s) to County Manager. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, volunteers or temporary employees.
Interpersonal / Human Relations Skills	Work requires very frequent and regular contact with others in a direct reporting relationship as well as others outside of a direct reporting relationship. The purpose of the contact is broad reaching and dynamic and may include the communication of specific issues and/or general policies. Interaction with others outside of the department requires exercising participative management and negotiation skills that support County strategy and organizational goals. Work also requires the communication with direct reports to ensure maximum productivity in work assignments. Makes presentations and answers questions with regard to presentation materials and findings.

**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
Exerting up to 10lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100lbs. frequently, or up to 20-50 lbs. constantly.

**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, copier, telephone, smartphone, tablet, standard County applications, Performance Budgeting, SIRE, internet.

PRIMARY WORK LOCATION	
X Office Environment	Shop
Clinic	Vehicle
Recreation Centers/Neighborhood Centers	Warehouse
Outdoors	Other

**PROTECTIVE EQUIPMENT REQUIRED:**

None.