

CITY OF GLENDALE

TITLE:	Budget Analyst	CLASS CODE:	387
REPORTS TO:	Budget Assistant Director	GRADE:	29
DEPARTMENT:	Budget and Research	FLSA:	E
JOB SPECIFICATION DATE: August 3, 2007 ajw			

JOB SUMMARY

Prepares, analyzes, and coordinates the development of the City's annual operating and capital improvement budgets. Performs other duties involving research and analysis of financial information.

ESSENTIAL FUNCTIONS

1. Researches and analyzes financial information to develop the City's budget for the upcoming fiscal year and to implement the current fiscal year's budget.
2. Extensively uses PeopleSoft and Access software to query data and develop reports.
3. Conducts long and short range revenue and expenditure forecasts. Develops and updates forecast models for a variety of programs. Identifies and analyzes revenue sources to finance various operating and capital programs and projects.
4. Develops the City's operating and/or capital budgets for the departments and funds assigned; coordinates with staff in the departments.
5. Provides technical assistance to the City staff; works closely with departments to develop and implement current and future year budgets in a comprehensive and timely manner.
6. Resolves operating and/or capital budget problems; develops options for addressing expenditure and/or revenue issues, such as shortfalls arising during the course of the year.
7. Prepares reports for the budget director to use in writing and presenting quarterly status reports to management and City Council.
8. Researches economic indicators, analyzes factors and trends, making recommendations regarding the City's ability to finance general operations and capital improvement projects.
9. Performs research and analysis on identified special projects for management.
10. Develops presentation materials for City Council budget hearings.

SECONDARY FUNCTIONS

11. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

Principles and practices of public administration and local government structure and services
Public sector budgeting and finance principles
Federal, State and local laws, rules and regulations affecting municipal budgeting
Statistical analysis, research techniques, and financial forecasting methodology

Skill in:

The use of personal computers and software applications

Ability to:

Perform complex economic and policy analysis

Conduct studies utilizing statistical and spreadsheet software programs

Use PeopleSoft and Access software to query data and develop reports

Research and analyze data and draw logical conclusions

Identify and analyze revenue sources

Establish credibility and effective working relationships with all levels of staff

Prepare and present oral and written presentations to City management and the City Council

Work independently on major projects

Conduct employee training; direct and coordinate the work of others

Communicate effectively both verbally and in writing

WORKING CONDITIONS

Office setting.

MINIMUM REQUIREMENTS

Bachelor's Degree in Public Administration, Political Science, Business Administration, Management, or a related field, and two years of budget experience preferably in the public sector.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS

Valid Arizona Driver's license