

CITY OF GLENDALE

TITLE:	Senior Budget Analyst	CLASS CODE:	390
REPORTS TO:	Budget Assistant Director	GRADE:	31
DEPARTMENT:	Budget and Research	FLSA:	E
JOB SPECIFICATION DATE: July 1, 2005			

JOB SUMMARY:

Develops, analyzes, manages and evaluates an area of assignment in the City's Budget Department. Develops recommendations and implements changes. Performs other duties involving complex research, analysis including developing efficient budget processes and procedures.

ESSENTIAL FUNCTIONS:

1. Develops, analyzes, manages and evaluates an area of assignment in the City's budget, such as the capital improvement program (CIP), the PeopleSoft financial management and reporting system, the budget management and reporting system, the calculation of rates for the vehicle replacement fund, the personal computer replacement fund, vehicle repair and maintenance, risk management premiums, workers compensation premiums and related software implementation.
2. Represents the department at management level meetings, giving presentations, providing information and answering questions as the subject matter expert regarding particular area of assignment.
3. Recommends actions based on an analysis of budget impacts and maintaining compliance with various budgeting, financing, and accounting standards and rules.
4. Researches pertinent data, develops recommendations for the area of assignment for presentation to the department director and city management.
5. Provides support and expert technical assistance to departments in area of assignment by resolving budget problems, providing training in the preparation, presentation and monitoring of annual budgets, and other related duties.
6. Researches economic indicators, analyzes factors and trends and makes recommendations regarding the City's ability to finance general operations and capital improvement projects.
7. Conducts long-range revenue and expenditure forecasts; develops forecast models and identifies revenue sources necessary to finance capital projects.
8. Prepares financial scheduled for the annual budget document.

SECONDARY FUNCTIONS:

9. Performs research and analysis on identified special projects for management.
10. May develop statistical models for economic analysis.
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.
Research and analyze data and draw logical conclusions and make recommendations.
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 providing leadership and expertise.
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 three years of budget experience preferably in the public sector.

Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying. Master's Degree in Public Administration is preferred.

SPECIAL REQUIREMENTS:

Valid Arizona Driver's license.