

**MAJOR FUNCTION**

This is responsible professional and technical work involving analysis of the City's management and financial operations. Employees work with independence, requiring the exercise of sound judgment and initiative. Work is performed under the direction of an administrative superior and is reviewed through conferences, analysis of work and reports, and observation of results achieved.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Participates in the preparation, analysis, approval, and implementation of various departmental budgets. Prepares charts, graphs, and diagrams to illustrate workflow and routing. Confers with all levels of City government to ascertain needs and recommended solutions. Participates in conferences and hearings regarding budgetary requirements of the City. Participates in the analysis of agency operations to determine conformance with approved budget. Performs management analysis studies. Assists departmental personnel in the maintenance of proper appropriations and allotment accounts. Participates in budgetary reviews and monitoring of expenditures. Performs related work as required.

**Other Important Duties**

Assists in the technical production of the annual budget document. Participates in training and developmental opportunities. Serves as member of ad hoc teams and task forces as needed. Performs related duties as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Considerable knowledge of the principles and practices of public administration and organization. Considerable knowledge of the principles and procedures of budget preparation. Considerable knowledge of governmental operations, scope, and purpose. Knowledge of research methodologies, accounting principles, and economics. Ability to organize and present clear and concise, oral and written reports. Ability to clearly conceptualize purposes, processes, and problems of an organization. Ability to use mainframe computer systems. Skill in the use of personal computers and the associated applications and programs necessary for successful job performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in business or public administration or a related field and four years of technical or professional experience in accounting, finance, planning or budget analysis; or an equivalent combination of training and experience.

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03-05-86  
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