

Job Classification:

## **Strategic Budget Planner to City Council**

Job Code:

### **Minimum Preparation for Work:**

- ✓ Graduation from an accredited college or university with a degree in accounting, finance, budget analyst, or closely related field; and
- ✓ One (1) year experience in accounting, finance, or budget analysis. Two (2) years of pertinent experience may be substituted for each year of college lacking.

### **Necessary Special Requirements:**

- ✓ Possession of an appropriate driver license for equipment operated and any license, training or certification required by law or regulation to complete assigned tasks.

### **Nature of Work:**

This is technical budget analysis work in the development and implementation of the City Council budget as well as providing information regarding the Mayor's proposed Budget to the City Council. This position will assist Council in developing a strategic budget plan and process. This position is authorized within the City Charter, under the "other" category, as approved by the electorate in a special referendum.

An employee in this classification is responsible for conducting various research and analytical tasks relating to an assortment of matters with regards to the City Budget. Tasks are to ensure Council is adequately apprised of all factors they deem appropriate in order to effectively evaluate budget matters, assisting in establishing a budgeting process for Council, assist in establishing a strategic plan for Council and assisting in budget monitoring and control functions.

### **Examples of Work:**

- Analyzes budget data for completeness, accuracy and conformance to prevailing policies and procedures.
- Assists in the development of the Office of the City Council budget.
- Reviews and analyzes the Mayor's proposed budget for the City Council.
- Participates in conference and hearings regarding budgetary requirements of the City Council.
- Prepares various financial schedules, analyses, reports, and other documents, either manually or with computer assistance.
- Assists Council Staff in the maintenance of proper appropriations and allotment accounts in the Office of the City Council.
- Providing a formal, comprehensive review and analysis of the Mayor's proposed annual budget.
- Gathering, organizing, and analyzing data and information relative to budgetary issues.

- Providing comparative studies of other cities as they relate to municipal budgeting.
- Engaging in fiscal forecasting and planning.
- Analyzing the city's past, current, and proposed revenues and expenditures.
- Reviewing existing and potential tax revenues.
- Analyzing federal, state, and local programs to determine sources of funding and appropriate expenditure options.
- Reviewing the economic effects of proposed legislation.
- Preparing fiscal and economic project analysis as directed by the City Council.
- Providing policy research and fiscal analysis on proposed legislation.
- Preparing such other reports relating to budgetary and legislative policy concerns directed by the City Council.
- Making recommendations to the City Council in connection with the analysis, studies, and reports described herein.
- Establishes, follows and monitors a process for City Council's budgeting function.
- Assists in developing a strategic plan which will outline Council's desired budgeting function.

### **Knowledge, Skills and Abilities:**

- Knowledge of budgeting practices and principles.
- Knowledge of laws, ordinances, and regulations governing municipal financial matters.
- Knowledge of computer fundamentals and operation.
- Ability to organize and present clear and concise oral and written reports.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to analyze quantifiable data to produce statistically valid conclusions and recommendations.

*The mental and physical demands and the work environment characteristics described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Mental and Physical Requirements:**

While performing the duties of this job, the employee is regularly required to use hands and fingers to hold or feel, reach with hands and arms, walk, talk and hear. The employee is occasionally required to stand, sit, climb, balance, stoop, and crouch. Specific vision abilities include close, distance, color, and peripheral vision, and depth perception.

The employee regularly lifts and/or moves up to 25 pounds and occasionally lifts and/or moves up to 45 pounds.

**Work Environment:**

The noise level in the work environment is usually moderate. Some jobs may require an employee to be exposed to outside weather conditions, wet and/or humid conditions, and risk of electrical shock.

*This description is not intended to be, nor should it be construed as an all-inclusive list of responsibilities, skills or working conditions associated with the position. It is intended to accurately reflect the activities and requirements of the position, but duties may be added, deleted, or modified as necessary. This description does not constitute a written or implied contract of employment.*