

## **BUDGET ANALYST**

### **PROPOSAL – Councilwoman Jewel Cannada-Wynn**

The purpose of the Budget Analyst is to provide independent analysis of the yearly budget.

#### **Qualifications:**

Minimum Bachelor's Degree, Master's Degree preferred in finance, economic, business or other relevant field; in addition at least five (5) years of experience in municipal finance.

A qualified candidate cannot have been convicted of any felony under the laws of Florida, or another state in the United States.

#### **Salary: To be determined by City Council**

The Council Budget Analyst shall be appointed for a term of one (1) year, but may be removed prior to the expiration of that term, at any time, with or without cause, by a two-thirds vote of all Council members.

The Budget Analyst shall serve as a full-time employee.

Council shall provide staff to assist the analyst in carrying out the scope of work and funding in its budget for the position.

#### **Responsibilities:**

- A financial analysis of the Mayor's proposed annual budget
- Provide financial advice to the City Council
- Examine past budgets
- Estimate future financial needs based on Council requests and project priorities
- Draft budget related legislation based on Council discussions and budget review
- Conduct training regarding best practices in budget development and procedures
- Assist in budget preparations, formulation and execution
- Help evaluate Council's request for funding in relationship to the resources available to support funding projects as well as a review of possible program trade-offs
- Evaluate program changes as a result of budget adjustments
- Identify possible sources of funding for projects based on the assessment of the budget
- An annual budget options report of potential cost-savings reforms and efficiencies
- A review of all public/private partnerships and leases
- A review of the current financial policies established by Council

- Annual report/review of the Council's financial activities and make recommendations

This above list of responsibilities does not limit Council's authority to request the budget analyst to review budgetary matters not on the list.