

MAJOR FUNCTION

This is responsible professional involving analysis of the City's policies and procedures, evaluating the budget impacts associated with these policies, and recommending alternatives. 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**

Monitors and evaluates the efficiency, economy and productivity of assigned programs and policies, recommends and implements revised policies, procedures and activities in support of organizational goals. Collaborates with staff to identify policy priorities, generates in depth research or report ideas, and connects and aligns the organization's policy work to its programmatic work. Conducts cost/benefits analysis to determine cost recovery of recommendations. Conducts special studies; communicates with representatives of other governmental entities as sources of information or to effect coordination; presents detailed quantitative and economic analysis and recommendations based on sophisticated statistical procedures and strategic planning techniques.

Participates in the preparation, analysis, approval, and implementation of various departmental budgets. Confers with all levels of City government to ascertain needs and recommend solutions. Participates in conferences and hearings regarding budgetary requirements of the City. Writes and edits policy papers, reports and presentations. Participates in the analysis of agency operations to determine conformance with approved budget. Prepares agenda items and assists various departments in compiling information for the City Commission, citizens or management. May work with grant applications and research. May monitor and report on key legislative issues concerning City budgetary and policy related issues. Prepares charts, graphs, and diagrams to illustrate workflow and routing. Performs related work as required.

Other Important Duties

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 analyze data and draw out key findings. Ability to formulate and present recommendations and implementation of plans effectively both orally and in writing. 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, political science, or a related field and two years of professional experience in budget analysis, program, or policy analysis or an equivalent combination of training and experience. Possession of a master's degree may substitute for one year of the required experience.

Established: 11-18-14