

BUDGET/MANAGEMENT ANALYST III

NATURE AND VARIETY OF WORK

This is senior level professional and administrative staff work in all phases of budgetary development and administration or management analysis projects. Incumbents are responsible for performing complex budgetary functions/management analysis projects. Responsibilities include functioning as a liaison between the office to which assigned and the Office of Budget. Incumbents receive general direction from a higher level supervisor on assigned budgetary/management analysis projects. Incumbents provide technical guidance and training to subordinate level positions.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Serves as liaison between Office of Management and Budget and assigned departments and agencies for all aspects of budget preparation, review and administration.

Participates with other budget/management analysts engaged in compiling, summarizing, evaluating, and publishing preliminary operating and capital budgetary estimates and related program data for assigned departments; prepares departmental budget narrative justifications and composes budget document pages for assigned departments and agencies.

Works with key administrative staff in the identification of County budgetary needs and methods of fulfilling such needs.

Participates in the development of budgetary forms, procedures, and report formats.

May participate in updating County revenue forecasts for selected revenue sources; may make jurisdictional surveys and analyze budgetary trends.

Prepares written and oral reports for supervisor, Deputy Budget Director, Budget Director, Chief Administrative Officer and County Council.

May lead subordinate level budget/management analysts positions.

May be required to use automated equipment in conjunction with assigned duties and responsibilities.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Thorough knowledge of governmental budgeting methods, and the operational relationships between the budgeting, accounting, and data processing functions in government.

Thorough knowledge of current literature and innovations in the field of governmental budgeting, or management analysis.

Thorough knowledge of procedures analyses, work simplification, forms and records control, and staff utilization, including the application of electronic data processing.

Ability to analyze complex departmental budget requirements, programs, policies, procedures and operations and to make sound recommendations.

Ability to develop, implement and maintain a highly complex reporting system for budgetary data.

Ability to participate in the collection and analysis of management information as it relates to budgetary planning and unit cost accounting.

Ability to provide technical guidance to subordinate personnel.

Ability to appear before groups of public officials and citizens, and to speak clearly and concisely in eliciting support for budget/management requests.

Ability to write and edit narrative reports and budget materials.

Ability to establish and maintain effective and professional work relationships with other County officials, representative of other government, and the general public.

MINIMUM QUALIFICATIONS

Bachelor's degree with major course work in accounting, public/business administration, or a closely related field, plus two (2) years of progressively responsible administrative and budgeting experience; or an equivalent combination of education and experience.

REVISED: 9/84

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