



City of Pompano Beach
 Open Competitive
 Job # **18-002**

Opening Date: **10/02/17**
 Closing Date: **11/02/17**



Position

Salary

BUDGET ANALYST

Biweekly: \$2,092.20 - \$2,943.88
 Annual: \$54,397.20 - \$76,540.88

Work Days/Hours : Monday – Friday, 8:00 a.m. – 5:00 p.m.
 Job Status : (X) Full time () Part time/temporary
 Department/Number : Budget Office/1360 Pay Plan/Grade: 50/26

Position Summary *(Major Job Duties)*

Highly responsible professional and administrative work involving budget and management analysis, planning, and coordinating grant acquisition and development activities. Assist with the preparation of the annual budget calendar, budget manual, line item budget books, and capital improvement plan manual. Analyzes and recommends department budget requests. Assists with the preparation of the 10-year Capital Replacement Plan. Updates OpenGov Financial Transparency Tool. Attends Community Bus quarterly meetings and address citizen’s complaints and requests. Attends Sister Cities monthly meetings. Assists in the non-profit funding process. Updates the Strategic Plan for the Budget Office and/or City Manager’s Office. Assists Departments with development of performance measures and monitoring of outcomes. Assists with the preparation of the recommended and adopted budget books. Conducts studies on improving organizational effectiveness. Performs various cost/benefit analyses. Compiles and analyzes local and regional economic indices. Analyzes and develops performance improvement documents. Coordinates the preparation, input, printing and distribution of budget worksheets. Inputs budget items into the financial system. Developing presentations for City officials and public. Monitors monthly revenues and expenditures for potential problems and reports on findings; may include the development of models and systems to forecast program revenues and costs. Evaluating the impact of Federal and State legislative policies. Producing quarterly revenue and expenses reports. Develops cash-flow projections for self-supporting and/ or fee-funded activities. Performs related work as required.

Qualifications *(Education, work experience, special requirements)*

Bachelor’s degree in Public Administration, Finance, Accounting, with major course work in public administration, finance, social sciences, education or related field; experience in local government budget preparation, management analysis and/or social and human services including research, grant writing and project management experience. Master’s degree is desirable, with emphasis in public finance or related fields. Years of experience in local government budget preparation, management analysis and/ or grant writing and project management. A comparable amount of training and experience may be substituted for the minimum qualifications. Knowledge of current budgetary techniques, concepts and procedures applicable to local government. Knowledge of governmental accounting practices and procedures and local government financial information systems. Knowledge of purchasing policies and procedures. Knowledge of modern office practices and procedures and of business English, spelling and commercial arithmetic. Knowledge of the general research, planning and grant writing principles and practices. Knowledge of the standard terminology, techniques, practices and presentation of data collection and basic statistical analyses. Knowledge of federal, state, local and foundation procedures and regulations. Ability to analyze budget requests in relationship to City fiscal policy and operational objectives. Ability to prepare budgetary and financial projections and reports. Ability to communicate effectively, both orally and in writing. Ability to analyze and resolve complex fiscal, operational and policy problems. Skill in the operation of a personal computer. Physical abilities include seeing, reading, talking, hearing, handling or feeling objects and controls. Ability to effectively use and operate various items of office related equipment.

Candidates are required to apply online. Visit <http://pompanobeachfl.gov> and then click Job Opportunities for instructions.

Human Resources Department, 100 West Atlantic Blvd., Pompano Beach, FL 33060
 Phone (954) 786-4626 Fax (954) 786-5553 Job line (954) 786-4693 <http://pompanobeachfl.gov>
 The City of Pompano Beach is an Equal Opportunity Employer
 SEE PROCEDURE AND BENEFITS LINK ON WEBSITE FOR ADDITIONAL INFORMATION