



<b>DATE</b>	January 24, 2023
<b>JOB CODE</b>	
<b>FLSA</b>	EXEMPT
<b>EEO</b>	

**JOB TITLE:** Budget & Management Analyst  
**DEPARTMENT/DIVISION:** Public Safety  
**REPORTS TO:** Public Safety Compliance Officer

**SUMMARY:** Responsible for performing entry level professional management analysis work such as providing annual budget support, strategic planning, and performing research and analysis related to management objectives. Work requires limited supervision and the use of independent judgment and discretion.

**ESSENTIAL JOB FUNCTIONS:**

- Participates in preparing the annual budget and related supporting documentation for Public Safety departments, which includes: benchmarking equipment costs; preparing budget agendas; preparing budget presentations; preparing departmental budget submissions; participating in departmental and executive team budget reviews; participating in City Council budget work sessions and meetings; preparing and distributing final budget documents; responding to budget inquiries; reviewing budgets on a monthly basis; and/or, performing other related activities.
- Performs budget analysis activities, which includes: researching and analyzing operational, fiscal, and other data for applicable processes; conducting interviews and operational observations; developing reports and making recommendations based on findings; reviewing and analyzing departmental performance management plans; and/or, performing other related activities.
- Coordinates with public safety department directors to prepare strategic business plans, which includes: meeting with and reviewing the needs and objectives of the public safety departments; audits purchase history to predict future needs; reviews and prepares reports for accuracy and compliance with applicable policies; and/or, performing other related activities.
- Conducts audits and inspections in coordination with the Public Safety Compliance Officer to ensure the public safety departments are in compliance with the standards and best practices to meet accreditation standards. Prepares reports and audits data. Presents information to the public safety team and makes recommendations for process improvement. Meets with auditors and inspectors to review prepared materials.
- Participates in analysis activities, which includes: coordinating select activities with the public safety departments; running detailed cost effectiveness analysis; performing benchmarking; allocating costs for plan development; performing cost of service studies and research; analyzing data; participating in related meetings and presentations to provide recommendations and suggestions to improve performance or reduce expenses.
- Coordinates performance management plan maintenance and reporting, which includes: ensuring timely and accurate submission of plans; preparing key indicator reports for the

public safety team; developing performance metrics and indicators; reviewing and updating measures for consistency and applicability; and/or, performing other related activities.

- Participates in a variety of special projects in support of departmental operations, which may include: analyzing vendor contracts; performing special studies; providing guidance and recommendations to departments to ensure organizational sustainability and maximize organizational efficiency, effectiveness, and performance; recommending cost-conscious decisions and actions; and/or, performing other related activities.
- Performs other duties as assigned.

**SUPERVISORY/BUDGET RESPONSIBILITIES:**

- None.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of local government budgeting principles and practices;
- Knowledge of local government operations and processes;
- Knowledge of management principles;
- Knowledge of research and analysis methods;
- Knowledge of purchasing and fiscal policies and procedures;
- Skilled in preparing budget documents and analysis;
- Skilled in working with large electronic documents;
- Skilled in reading and interpreting technical documents;
- Skilled in assessing cost efficiency and effectiveness of municipal operations;
- Skilled in conducting benchmark surveys;
- Skilled in conducting best practice research;
- Skilled in applying independent judgment, personal discretion, and resourcefulness in interpreting and applying guidelines;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in preparing clear and concise reports;
- Skilled in providing customer service;
- Skilled in gathering and analyzing information and making recommendations based on findings and in support of organizational goals;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.

**MINIMUM QUALIFICATIONS:**

- Bachelor's Degree in Accounting, General Business Administration, or a related field.
- One year of experience in finance, budgeting or conducting research.

**PREFERENCES:**

- None.

**WORKING CONDITIONS:**

- Frequent reaching, sitting, talking, seeing, hearing, and manual dexterity.
- Occasional lifting and carrying up to 10 pounds.
- Work is typically performed in a standard office environment.

**CONDITIONS OF EMPLOYMENT:**

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Credit record check
- Must pass motor vehicle records check.