

CITY OF OMAHA CLASS SPECIFICATION

No. 0425

BUDGET ANALYST

NATURE OF WORK

This is responsible professional work supporting the preparation and administration of the City's annual budget and conducting management analyses. Work includes analyzing departmental budget requests, preparing budget materials for review, forecasting estimated revenues, monitoring expenditures and revenue collections throughout the year, and preparing reports and recommendations relating to special studies. Employees in this classification work with relative independence, exercising considerable judgment and initiative, however, receiving general supervision from an assigned supervisor.

ESSENTIAL FUNCTIONS (Any one position may not perform all the duties listed, nor do the listed examples include all the duties that may be performed in positions allocated to this class.)

Analyzes annual departmental budget requests and assists in the preparation of the annual budget;
analyzes costs of departmental programs, activities, and procedures; and makes recommendations to promote effective and economical operations.

Implements newly adopted budgets for the ensuing fiscal year into the City accounting system.

Incorporates provisions of labor contracts into the City's budgetary system.

Performs workflow measurement and work simplification studies and recommends corrective measures.

Develops and implements integrated systems for departments to use in developing their budget requests.

Prepares estimates of revenues and expenditures as they pertain to the preparation and administration of the municipal budget.

Analyzes departmental programs and activities and prepares recommendations for the efficient use of resources.

Conducts continuous review of budget accounts, reviews procedures and methods for compliance with City charter provisions, ordinances, and other legal guidelines, and monitors expenditures to ensure that budgetary constraints are observed.

Prepares comprehensive reports summarizing the City's current financial position.

Performs other duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and practices of public administration and the structure and functions of municipal government.

Knowledge of the principles and practices of public budget preparation and administration and management techniques.

Knowledge of the use of modern office systems, practices, and procedures.

Knowledge of business English, spelling, grammar, and punctuation.

Ability to prepare comprehensive analyses, evaluations, and recommendations pertaining to the City budget.

Ability to organize, prepare, and present effective oral and written recommendations and reports.

Ability to perform assignments with accuracy and attention to detail and to make decisions, recognizing precedents and practices.

Ability to communicate in order to respond to policy and procedure questions and to understand oral and written instructions.

Ability to establish and maintain effective working relationships with governmental officials, co-workers, and members of the general public.

Ability to sit from 76 to 100% of the time, stand and walk from 26 to 50% of the time, and to reach, bend, stoop, push, and pull up to 25% of the time.

Ability to use up to twenty (20) pounds of force up to 33% of the time, up to ten (10) pounds of force from 34 to 66% of the time, and lesser amounts of force from 67 to 100% of the time to move objects.

EDUCATION AND EXPERIENCE (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Master degree in Public or Business Administration or a related field

OR

Bachelor's degree in Public or Business Administration or a related field and one year of experience in public budgeting, management, and administration analysis.

SPECIAL QUALIFICATIONS

Must be able to transport oneself or coordinate transportation to work sites throughout the City during the course of the workday.

WORKING CONDITIONS

Work is performed primarily in an office setting amid normal conditions of dust, odors, fumes, and noise.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer and Assigned Software
Calculator
Copier
Telephone
Facsimile Machine

Approved: 3/7/06