



City of Pompano Beach
 Open Competitive
 Job # 10-005

Opening Date: 11/04/09
 Closing Date: Open Until Filled



Position

Salary

BUDGET ANALYST

Biweekly: \$1,710.86 - \$2,407.38
 Annual: \$44,482.26 - \$62,591.78

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/1030 Pay Plan/Grade: 50/24

Position Summary *(Major Job Duties)*

Responsible professional position assisting in the preparation and execution of the City's annual operating and capital improvement budgets. Analyzes financial data and develops moderately complex reports for forecasting and results analysis. Conducts minor auditing work and conducts studies to improve organizational efficiencies in various departments and disciplines. Oversees revenue and expense budgets, including grants and contracts in post award period. Ensures compliance with City regulations and restrictions. May train others in budget related policies and procedures.

Primary Responsibilities

- Assist with development of operating and line item budget books.
- Analyzing and recommending department budget requests.
- Developing presentations for City officials and public.
- Producing quarterly revenue and expense reports.
- Overseeing 10-year Capital Replacement Plan.
- Conducting studies on improving organizational effectiveness.
- Evaluating the impact of Federal and State legislative policies.
- Coordinate and write grants.
- Perform various cost/benefit analyses.
- Develops cash-flow projections for self-supporting and/or fee-funded activities.
- Compiles and analyzes local and regional economic indices
- Assists Departments with development of performance measures and monitoring of outcomes

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

Bachelor's degree in Public Administration, Master's degree is desirable, with emphasis in public finance or related field; three (3) years experience in local government budget preparation, management analysis and/or grant writing and project management experience. A comparable amount of training and experience may be substituted for the minimum qualifications. Ability to analyze and resolve complex fiscal, operational and policy problems. Ability to prepare budgetary and financial projections and reports. Knowledge of current budgetary techniques, concepts and procedures applicable to local government. Ability to communicate effectively, both orally and in writing. 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. Skill in the operation of a typewriter and personal computer.

Apply to the Human Resources Department, 100 West Atlantic Blvd., Pompano Beach, FL 33060
 Phone (954) 786-4626 Fax (954) 786-5553 Job line (954) 786-4693

The City of Pompano Beach is an Equal Opportunity Employer
 SEE PROCEDURE AND BENEFITS LINK ON WEBSITE FOR ADDITIONAL INFORMATION
www.mypompanobeach.org