

City of Salem
CLASS SPECIFICATION

CLASS. TITLE: Budget Analyst
DEPARTMENT: City Manager
REPORTS TO: Budget Officer

CLASS. CODE: 0021
FLSA: E
DATE: 7/1/2002

Job Summary:

Implements and coordinates the annual budget preparation and execution process including assisting in preparation of instructions, providing assistance to departments when necessary, analysis of budget requests and preparation and assembly of budget document.

Essential Job Functions

(All functions may not be performed by all incumbents.)

1. Gathers and inputs financial information into forecasting models for development of the Five-Year Forecast of the General Fund.
2. Reviews annual budget instructions to ensure directions will fulfill needs of the Budget Office. Makes changes as necessary to narrative, definitions, coding and calculations.
3. Responds to questions from departments regarding budget preparation and provides direction and/or guidance and interpretation when necessary. Resolves conflicts between needs of the department and needs of the budget process.
4. Compiles data to reforecast current year expenditures and revenue estimates, working with department personnel to resolve problems. Estimates budget year revenues. Develops revenue information for data entry to automated budgeting system.
5. Reviews budget detail and narratives submitted by departments for accuracy and contacts departments to resolve problems. Prepares revenue narratives to be included in the budget document.
6. Meets with city officials, department heads and various boards to review proposed budget document. Attends budget committee meetings and public hearings. Prepares follow up analysis and responses to questions as directed.
7. Monitors budget to actual revenues and expenditures throughout the year. Provides analyses of data upon request, reviews and approves Construction Fund budget transfers.
8. Provides support to the City of Salem Urban Renewal Agency including calculation of property tax increment, monthly monitoring of resources and debt and providing financial modeling to department staff.
9. Prepares Supplemental Budget request in compliance with Oregon statutes.

Important Job Functions

1. Attends meetings and various training seminars/conferences as required.
2. Performs other duties as required by supervisor.

MATERIAL AND EQUIPMENT USED:

- Desktop computer
- Calculator
- Miscellaneous office automation equipment, i.e. – fax, phone, copier, etc.

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MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree from an accredited college or university in public administration, business administration or a related field; and,
Three to five (3-5) years of experience in a related field; or,
Any combination of education, experience and training which provides the required knowledge, skills, and abilities to perform the essential functions of the class.

License(s) and Certification(s):

- None required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Governmental accounting and budgeting controls.
- State statutes for budgeting for local governments.
- Office management and government organization.
- Fiscal management policies and procedures.

Ability to:

- Use personal computers, spreadsheets and word processing applications.
- Conduct research, analysis and financial evaluation of a program and its impact on the organization.
- Develop and maintain interpersonal relations.
- Communicate effectively verbally and in writing to a wide range of individuals.
- Speak and present effectively in front of large groups.
- Work independently and make decisions with minimal supervision.
- Comprehend and apply concepts for enhancement and efficiency of department and general operations.
- Establish and maintain effective working relationships with individuals, coworkers, other agencies and the public.
- Maintain required work hours and attendance.

Physically able to:

- Sit, keyboard, write, hear and speak for extended periods.
- Bend, kneel, stoop or climb.
- Lift up to 10 pounds.

The above statements are intended to describe the general nature and level of work being performed by employees assigned this classification. They are not to be construed as an exhaustive list of all job duties or roles performed by personnel so classified. It is as well intended to be compliant with the Americans with Disabilities Act.