

BUDGET/EVALUATION ANALYST - 112

DEFINITION OF WORK

Under regular supervision, performs complex professional work in the analysis of the City's programs, activities and operating capital improvement budget; does related work as required.

EXAMPLES OF WORK

Develops the methodology to analyze and interpret the impact of service on the community; gathers operational financial and other statistical data and participates in the conduct of research and evaluation studies; assists in preparing financial operations and projections for a variety of economic development mechanisms; prepares economic impact studies of local budgets; works closely with data processing analysts in using computer technology as a tool of financial analysis; participates in the preparation of the operating and capital improvement budgets; analyzes current operating expenditures and the estimates of future expenditures; audits and summarizes departmental budget requests; conducts specific research and related projects concerning budget issues; participates in the review and improvement of the City-wide accounting system relative to budget coordination and control; conducts research concerning local issues.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to a bachelor's degree in public finance, accounting or a related field and considerable professional experience in financial, budgeting and program evaluation work.

Master's degree of public administration preferred.

Knowledge, Skills and Abilities: Knowledge of the theories, principles, practices and techniques of municipal budgeting and program evaluation, statistics and finance; knowledge of evaluation measurement and review techniques; knowledge of the state laws and local ordinances applicable to budget preparation approval and administration; knowledge of the functions and operation of municipal agencies; ability to analyze and develop budget estimates; ability to develop and conduct technical program evaluation; ability to conduct detailed research and prepare reports and findings; ability to establish and maintain effective working relationships with others.

OR 82

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