

City of Fort Worth, Texas Job Description

Classification Title	Budget Analyst I		
Job Code:	PR1160	Job Family:	Professional
Pay Grade	608	Date Created:	06/11/15
FLSA Status	Exempt	Date Revised:	

GENERAL SUMMARY

Manages, reviews, monitors and assists in the development of citywide operating and capital budgets; performs research and analysis of operations and financial information to assist in development of budget strategies. Works with City departments and senior management staff to ensure compliance with the annual capital expenditure plans or adopted operating budgets; develops and monitors information and reports in order to provide decision-making tools related to capital plans and fund projections; and creates new funds to address needs of assigned departments.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Participates in the development and maintenance of budgets for smaller departments with less complex budgets and few funds. Reviews and approves/disapproves requests for staffing and equipment; forecasts funds needed for staffing, equipment and various projects consistent with the City's mission and City Council goals; monitors expenditures and revenues; and recommends budgetary adjustments.
2. Assists departments and senior management staff in ensuring compliance with annual operating, capital outlay, and capital improvement plans; develops and monitors information and processes, such as capital project management reports, fund appropriation approval requests, expenditure reconciliations and criteria for closing capital projects; and updates capital plans and/or fund projections.
3. Participates in assigned analytical support functions; conducts policy and operational research for implementation of management initiatives; prepares annual budget ordinance; participates in the creation of new processes, such as fund review process or new process for vehicle and equipment purchases; participates in capital planning and projection of multi-year project expenditures; generates capital project expenditure update reports; and completes forecasts on operating budgets.
4. Drafts, originates, reviews and approves Mayor and Council communications which authorize contracts, funding and transfer of funds; ensures accuracy and adherence to city policies; reviews and updates communications to clarify concerns or issues and eliminate errors; and prepares appropriation and supplemental appropriation ordinances, as needed.

5. Develops, coordinates and leads training workshops; provides instruction on processes and methods; facilitates implementation of new systems; and updates training materials.
6. Provides technical support for the department's technology system; performs system maintenance; and interfaces with management and staff to resolve issues, convey information and coordinate data.
7. Performs other related duties as required.
8. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles of budget preparation, analysis, forecasting and control.
 - Principles and practices of municipal accounting or economics.
 - Methods and techniques of conducting research.
 - Principles of business writing and report preparation.
 - English usage, spelling, grammar and punctuation.
 - Principles and procedures of record keeping.
 - Funding types and restrictions.
 - Methods of research, program analysis, and report preparation.
 - Office equipment including computers and supporting word processing and spreadsheet applications.
 - City's capital projects and programs tracking software and related processes.
 - Various MS Office Suites and City financial systems.
 - Pertinent Federal, state and local laws, codes and regulations.
- **Skill in:**
 - Economic analysis/forecasting.
 - Organization and time management.
 - Mathematics.
 - Customer service and diplomacy.
 - Critical thinking and reasoning.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Interpret city policies and directives.
 - Participate in the development and administration of an assigned budget; forecast funding needs, analyze expenditures and recommend adjustments.
 - Analyze historical data and identify and understand trends.
 - Prepare clear and concise reports.
 - Independently prepare correspondence and memoranda.
 - Make concise and accurate decisions and recommendations with minimal supervision.
 - Establish and maintain effective working relationships with those contacted in the course of work.

QUALIFICATIONS

Minimum:

An equivalent combination of education and experience sufficient to perform the essential duties of the position may qualify; Human Resources Department will determine appropriate qualifications. A typical way to obtain the minimum requirements would be:

Master's degree from an accredited college or university with major course work in Public Administration, Finance, Business Administration, or related and no previous experience required.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work – Depending on assignment, positions in this class typically exert up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.