

MAJOR FUNCTION

This is entry-level managerial and technical work involving analysis of City management and financial operations. Work is performed under the supervision of an administrative superior and is reviewed through conferences, analysis of work and reports, and observation of results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Participates in the preparation, analysis, approval, and implementation of various departmental budgets. Prepares charts, graphs, and diagrams to illustrate workflow and routing. Confers with all levels of City government to ascertain needs and recommended solutions. Participates in conferences and hearings regarding budgetary requirements of the City. Participates in the analysis of agency operations to determine conformance with approved budgets. Assists in performance of management analysis studies. Assists departmental personnel in the maintenance of proper appropriations and allotment accounts. Assists in the technical production of the annual budget document. Performs related work as required.

Other Important Duties

Completes special assignments. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of the principles and practices of public administration and organization. Knowledge of the principles and procedures of budget preparation, accounting principles, and research methodologies. Ability to organize and present clear and concise oral and written reports. Ability to clearly conceptualize purposes, processes, and problems of an organization. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business, finance, economics or public administration or a related field.

Revised: 10-08-85
07-21-86
01-20-89
01-16-90
12-09-03*
08-21-08
09-15-09*
01-07-10
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