

Job Class Code: 1465	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to analyze and develop programs to support the operating and capital budgets for the City. The class is responsible for analyzing economic and financial data, preparing budgets, developing related programs, coordinating budget processes, and making recommendations for budget management. The class works within broad policy and organizational guidelines; independently plans and implements projects; reports progress of major activities through periodic conferences and meetings.

TYPICAL TASKS	
<ul style="list-style-type: none"> • Researches and analyzes economic and financial data relating to the City’s operational and capital budgets. • Develops programs for the preparation and maintenance of budgets according to the needs of departments. • Coordinates and participates in the administration of operational and/or capital budget processes. • Forecasts future expenditures and evaluates economic status, trends, opportunities, and plans that may affect the City’s ability to fund programs and projects. • Maintains communications with different departments and makes recommendations for budget management. • Reviews, prepares, and maintains various financial reports and records. • Audits and summarizes budget and/or revenue information. • Attends or conducts meetings to exchange information; attends in-service training professional classes, seminars, or conferences to improve professional skills. • Performs related tasks as necessary such as developing budget and financial policies and serving on budget-related committees. • Performs other related duties as assigned. 	

GENERAL STANDARDS	
Data Involvement	Coordinates or determines time, place or sequence of operations or activities based on analysis of data or information and may implement and report on operations and activities.
Interpersonal/People Involvement	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and legal, administrative, professional, or other practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses algebra working with such factors as exponents, logarithms, linear and quadratic equations, differentiation and integration of algebraic functions, statistics applying such functions as frequency distribution, reliability, validity and correlation techniques, and financial and econometric models.
Language Requirements	Reads journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions.
Mental Requirements	Uses advanced professional level work methods and practices in the analysis, coordination or interpretation of work of a professional, fiscal, legal, or managerial nature and formulates important recommendations or makes technical decisions that have an organization wide impact.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Knowledge of policy analysis techniques and applications.
Skills	Strong quantitative analytical skills and highly competent with Excel analytical and statistical features in addition to database management.
Abilities	Ability to present and communicate results of highly technical analysis results in a succinct manner.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in economics, business administration, public finance, or closely related field. Master's degree in public administration, economics or similar field is desirable.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of four years of related, full-time equivalent experience. Policy analysis background and experience using strong quantitative analytical skills.
Special Certifications and Licenses	None
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.