

<b>Job Class Code: 1469</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Annual</b>	<b>EEO Category: 2</b>

**GENERAL DESCRIPTION**

The purpose of this job classification (class) is to coordinate development and production of the City's annual operating and capital budgets. The job class will supervise, develop, and evaluate performance of Budget Analysts. It works closely with the Budget Director to set goals and targets and establish analytical procedures for the department. The job class serves as the lead analyst for the department and regularly analyzes economic and financial data in order to support funding decisions.

**TYPICAL TASKS**

<ul style="list-style-type: none"> <li>• Supervises Budget Analysts including selecting or recommending selection, training and skill development assigning and evaluating work, counseling, disciplining and terminating or recommending termination. Provides budget training for staff members of other departments.</li> <li>• Assists with directing, planning, and coordinating the preparation of government operating and capital budgets.</li> <li>• Plans, conducts, and leads complex analytical studies and research projects that facilitate long-term planning and policy development.</li> <li>• Maintains communications with other City departments and makes recommendations for budget management.</li> <li>• Reviews, prepares, and maintains detailed and comprehensive financial reports with recommendations and conclusions.</li> <li>• Attends or conducts meetings to exchange information; attends in-service training professional classes, seminars, or conferences to improve professional skills.</li> <li>• Assumes Budget director's responsibilities in his/her absence.</li> <li>• Performs other related duties as assigned.</li> </ul>
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**GENERAL STANDARDS**

<b>Data Involvement</b>	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.
<b>Interpersonal/People Involvement</b>	Persuades or influences others in favor of a service, point of view, or course of action; may enforce laws, rules, regulations, or ordinances.
<b>Reasoning Requirements</b>	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.
<b>Mathematical Requirements</b>	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.
<b>Language Requirements</b>	Reads journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions.
<b>Mental Requirements</b>	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.
<b>Decisions/Supervisory Control</b>	Responsible for supervision and evaluation of budget analysts. 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**

<b>Knowledge</b>	Knowledge of policy analysis techniques and applications.
<b>Skills</b>	Strong quantitative analytical skills and highly competent with Excel analytical and statistical features in addition to database management.
<b>Abilities</b>	Ability to plan, direct, and supervise activities of highly skilled personnel while also responsible for analysis of budget data from other departments. Ability to present and communicate results of highly technical analysis results in a succinct manner.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	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.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this job class requires a minimum of five years of progressively responsible experience. A background of complex policy analysis and at least two years of supervisory experience are preferred.
<b>Special Certifications and Licenses</b>	None required.
<b>Special Requirement(s)</b>	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 individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential functions for a given position in a classification.*