

Job Class Code: 1460	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to participate in the development and maintenance of operating and capital budgets for the City. The class is responsible for analyzing economic and financial data, making inquiries, preparing budgets proposals, maintaining financial and performance reports and records, and making recommendations for budget management. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

TYPICAL TASKS

- Researches and analyzes economic and financial data relating to the City’s operational and capital budgets.
- Prepares budgets according to the needs of departments.
- Performs analytical review procedures on financial and budget reports.
- Makes inquiries of department personnel regarding operational and management functions.
- Reviews, prepares, and maintains financial/performance reports and records.
- 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.
- Audits and summarizes budget and/or revenue information.
- Coordinates and conducts research such as distributing and collecting surveys concerning budget issues.
- 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 serving on budget-related committees and solving unexpected funding problems.
- 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 logical principles and thinking to diagnose or define problems, collect data, and solve 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, manuals, and professional publications; speaks informally to groups of coworkers, staff in other organizational agencies, the general public, and people in other organizations.

Mental Requirements	Uses advanced professional-level work 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 significant part of the job, affecting a large segment of the organization and the general public; may assist in developing policies and practices.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires a bachelor's degree in accounting, business, economics, public finance, or a closely related field. Prefer candidates with a policy analysis background and with strong quantitative analytical skills.
Experience	In addition to satisfying the vocational/educational standard, this class requires a minimum of two years of related, full-time equivalent experience.
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.