



JOB TITLE:	SENIOR BUDGET & PROGRAMS ANALYST	DIVISION:	DISTRICT – BUDGET & ANALYSIS
REPORTS TO:	DIRECTOR OF BUDGET AND ELECTRONIC REVENUE MANAGEMENT & AUDITOR-CONTROLLER	EEO CATEGORY:	02-PROFESSIONAL
FLSA:	NON-EXEMPT	SAFETY-SENSITIVE:	NO
CLASSIFICATION:	NON-REPRESENTED	LOCATION:	SAN RAFAEL

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary

Under general direction of the Director of Budget and Electronic Revenue and the Auditor-Controller, leads Agency budget process and participates in complex, sensitive, and detailed analytical work in the areas of budgets, finances, program operation and economic, regulatory and administrative policy. Performs other position-related duties as assigned.

Essential Responsibilities

- Leads budget office tasks in the annual budget process and takes a lead role representing the Budget Office in performing tasks in multi-departmental projects
- Performs a wide variety of complex financial analysis, including financial forecasting, revenue projection, revenue analysis, modeling and cost/benefit analysis
- Performs and leads special studies for the District as well as coordinates assigned activities with other District departments, divisions, and outside agencies
- Analyzes financial impacts of District plans, facilities, services, operations, expenditures, funding programs, and strategies for Board, staff and public
- Independently prepares parts of the District’s budget including baseline projections, goals, objectives and performance measures
- Work with other managers to assist in preparing the departmental budgetary requests, ensures accuracy and timely completion
- Maintains and tracks the Budget issues in the Financial Systems that includes Budget Transfers, Budget Adjustments, and Monthly Budget Reports
- Independently examines current program operations and makes recommendations to management on efficiency and effectiveness improvements
- Reviews and creates contracts as needed as well as provides technical assistance to staff on financially related policies, procedures, and requirements



- Analyzes existing and proposed administrative financial policies and procedures
- Performs regular and year-end budgetary analysis for management and the Board of Directors
- Works closely with analysts in other departments
- Assists in examining all fiscal analysis performed on decisions before the Board of Directors for clarity and accuracy
- Must maintain confidentiality of District information at all times
- Plans, coordinates, researches, and prepares reports for special studies such as impact on revenues, cost reduction, and operating and capital budget analysis
- Performs complex administrative and financial analyses, including problem identification, selection of methodology, evaluation of alternative solutions, and presentation of findings to management
- Establishes and maintains effective working relationships with District employees, customers, vendors and all others contacted during the course of work using principles of excellent customer service
- Performs additional related duties as assigned
- Regular and reliable performance and attendance is required

Required Knowledge, Skills and Abilities

Working knowledge of:

- District financial functions
- Governmental fiscal and financial management principles, methods, and systems
- Principles and practices of budget preparation and administration; statistical techniques; pertinent federal, state, and local regulations; principles and procedures of financial record keeping and reporting; and technical report writing styles

Ability to:

- Reason logically and creatively as well as utilize a variety of analytical techniques to resolve complex and specialized managerial issues; develop sound solutions to management problems; persuade, justify, and project consequences of decisions and/or recommendations; consult with and advise management on a wide variety of issues; deal tactfully and persuasively with others in controversial situations; plan, organize, and conduct work assignments under minimal direction; collect, interpret, and evaluate data of a complex and specialized nature
- Find solutions to complex budget, financial, administrative, and technical issues.
- Use excellent written and oral communication skills; strong management and organizational ability; critical and analytical thinking, and time management abilities
- Collect, synthesize, and analyze a wide variety of information while using discretion
- Plan, prepare, review, and present clear and concise findings and reports to management
- Maintain effective professional relationships at all organizational levels, with District Officers, managers, and with other agencies
- Demonstrate business acumen, integrity, and good judgment
- Examine large capital contracts
- Effectively use personal computer and learn software applicable to the department
- Demonstrate strong customer service skills



- Lead, coach, and/or support interdisciplinary teams to complete complex, long-term projects
- Work in a team environment as well as independently; and in a fast-paced environment
- Follow the safety and health rules and safe working practices applicable to the job

Minimum Qualifications

Education and/or Experience:

A combination of college level training and position related experience equivalent to:

- Bachelor's degree in Accounting, Finance, Economics, Public or Business Administration or related field from an accredited college or university. Master's degree in a related field is highly desirable. Additional qualifying position-related experience may be substituted on a year-for-year basis in lieu of the education requirement
- 5 years of progressive full-time, recent position-related experience in budget preparation, budget analysis, financial analysis, economic analysis, examination of large construction contracts, or relevant administrative policy analysis
- Experience in the public sector, working with teams and facilitation skills is desirable.
- Strong computer experience with accounting systems and controls including strong working knowledge of Microsoft Office (Word, Excel, Outlook, and PowerPoint)

Physical Requirement:

Must have sufficient strength to lift and carry boxes of materials weighing up to 30 pounds. Must be flexible in working to meet short turnaround deadlines. Mobility to work in a typical office setting. Vision to read printed materials and a computer screen. Hearing and speech to communicate in person and over the telephone. Routine use of computer, telephone and other office equipment. Ability to travel to District facilities.