



MANAGEMENT ANALYST
FLSA: Exempt
Grade (25) \$46,226.97 - \$73,963.15

GENERAL DEFINITION

Position performs technical and analytical work in evaluating and monitoring of the annual departmental operating and capital projects budgets. Responsibilities include a periodic status review of operating and capital budgets, expenditures and revenues, in comparison to established parameters per the fiscal year. Identifies deviations from projected budget administration parameters in the department and alerts management to potential over-expenditures. Position assists the department in addressing budgeting, cost efficiency, and operating analysis requirements.

Work is performed independently under the direct supervision of the Department Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are listed in no order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Regularly monitors and evaluates the status of department budgets, as well as capital projects, for adherence to projected budget allocations.
- Analyzes monthly, quarterly and mid-year budget status to identify deficits and surplus conditions; provide notifications accordingly.
- Alerts Director of any potential over-expenditures based on trending and analysis and provides recommendations for solutions within scope of authority.
- Reviews and/or approves of budget exceptions such as budget transfers, amendments, and purchase orders for Director review and approval.
- Analyzes department budget submissions, providing comments and recommendations to the Director and managers accordingly.
- Serves as an internal budget consultant on budget-related issues to managers.
- Assists with the preparation of the City Manager's and departmental budget message, budget documents and associated supplemental materials, e.g., capital project forms, charges, budget records, budget reports.

MANAGEMENT ANALYST
FLSA: Exempt
Grade (25) \$46,226.97 - \$73,963.15

- Maintains current knowledge of trends and developments in the field of budget administration in the public sector for application to areas of responsibility and compliance with legal requirements.
- Assists in the preparation of the annual budget.
- Maintains the integrity of the budget within the financial reporting system.
- Evaluates agenda item reports to ensure consistency with established budgets.
- Performs functions of financial administration and reporting to include, but not limited to: preparation and timely submission of reports, development and adjustment of associated budgets, coordination of budgeted funds, screening, and processing requests for expenditures, and ensuring the timely application for reimbursement from the state or granting agency.

KNOWLEDGE, SKILLS & ABILITIES

- Substantial knowledge of the principles and practices applied to the management and analysis of municipal operating and capital projects budget administration.
- Substantial knowledge of statistical concepts and methods as applied to the analyses of budget management and administration.
- Knowledge of the principles and practices of governmental accounting, budgeting and municipal fiscal management.
- Substantial knowledge of the body of available and current information resources applicable to the department's functions for technical research purposes and for special projects as may be assigned.
- Knowledge of legislation and regulatory standards applicable to the management and administration of public funds.
- Considerable knowledge of modern office practices, with emphasis on computer literacy, word processing, spreadsheet applications, and electronic records and file management.
- Ability to establish and maintain effective working relationships with employees, division and department heads, public/private sector contacts, and City Administration.
- Ability to communicate professionally verbally, in writing, and in presentations.
- A strong customer service orientation in work and communication with coworkers, management, elected officials and citizens.

MANAGEMENT ANALYST
FLSA: Exempt
Grade (25) \$46,226.97 - \$73,963.15

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree from an accredited college or university in Business or Public Administration, Finance, Accounting, or related field and 2 years of progressively responsible and skilled experience. Strong computer skills.

PREFERRED

3 years of financial related experience.

2 years of municipal experience.

Experience working with Enterprise Resource Planning business management software (MUNIS)

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of lightweight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communication ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of

MANAGEMENT ANALYST
FLSA: Exempt
Grade (25) \$46,226.97 - \$73,963.15

significant risk to the health and safety of themselves or others. Requirements are representative of minimum level of skills and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date

City Manager Approval/Date

Civil Service Rule Sec 2-96