

# BUDGET AND BENCHMARKING ANALYST

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Position Code: 2511

WC Code: 8810

FLSA Status: Non-Exempt

Pay Grade: 350 (\$37,762 - \$59,057)

Location: Finance

Approval Date: 2010

## **General Statement of Duties**

Under regular supervision, this position performs professional and administrative work monitoring the Town's performance measurement system and participating in the annual budgeting process. This position works with assigned departments to prepare operating and capital budgets; monitors current operating expenditures and revenues; prepares annual expenditure and revenue forecasts; gathers, reviews and summarizes the city's benchmarking and performance measurement information; and conducts special projects, such as staffing studies, program evaluation reports, and other budget-related work assignments.

## **Distinguishing Features of the Class**

An employee in this class performs a variety of professional duties in monitoring of the Town's performance measure system, including working with benchmarks, outcome measures, services and program costs. Duties can include development of criteria for performance measurement system of local government budgeting, to be used by Town departments, which includes monitoring departments' objectives and providing required reports. Employee will also participate in the development and administration of the Town's annual budget and capital improvement plan. Work is performed under the supervision of the Director of Administration & Finance and is evaluated through observation, conferences, and review of work.

## **Duties and Responsibilities**

Develop, coordinate and maintain a town-wide performance measurement system including productivity and effectiveness measures.

Review and analyze in detail departmental programs and operations; prepare recommendations to improve efficiency and effectiveness; conduct cost benefit, productivity, and management analyses.

Coordinate and assist with various special projects, including the Town's participation in any performance measurement projects; provide guidance and training in developing systems and procedures to measure progress.

Participate in the development of the Town's annual budget; ensure that benchmarks and/or performance measures are included in the Town's annual budget, especially in the area of performance measurement reporting.

Recommend changes to enhance performance.

Perform audits of performance measures.

Prepare and present department-specific reports on outcomes of benchmarking data.

Coordinate and administer the annual budget development process, which includes: preparing forms and instructions; analyzing requests and providing funding recommendations; maintaining budget software systems; completing the final budget document; and/or, performing other related activities.

Assists with estimating future revenues and expenditures.

Coordinates and manages Capital Improvement Program budgets.

Monitors budgets throughout the fiscal year; determines appropriate methods to address budget concerns.

Performs other duties as required.

## **Recruitment and Selection Guidelines**

### **Knowledge, Skills and Abilities**

Considerable knowledge of principles and practices of public administration as applied to complex and involved program and budget analysis and organization and methods studies.

Working knowledge of performance measurement systems related to local government budgeting.

Working knowledge of federal, state, and local statutes and ordinances and pertinent laws applying to specific departments.

Working knowledge of local budget and fiscal policies and procedures.

Working knowledge of Town program operations.

Working knowledge of computer operations as they relate to assigned tasks.

Ability to analyze problems, identify alternative solutions, and project consequences of proposed actions.

Ability to work independently with minimal supervisory guidance and direction.

Ability to exercise independent judgment and initiative.

Ability to initiate management studies and projects.

Ability to establish and maintain effective working relationships with those contacted in the course of work.

Ability to rapidly acquire a considerable knowledge of the structure, functions, and internal relationships of the Town's municipal administration.

Ability to communicate effectively in writing and orally with peers, manager, citizens and outside agencies.

### **Physical Requirements**

Must be able to physically perform the basic life operational functions of fingering, talking, hearing, and repetitive motions.

Must be able to perform sedentary work exerting up to 10 pounds of force occasionally, and/or a negligible amount of force frequently or constantly to move objects.

Must possess the visual acuity to prepare data and statistics, work with accounting processes, operate a computer terminal, and do extensive reading.

### **Minimum Education and Experience**

A bachelor's degree from an accredited college or university in public administration, public finance, accounting, or a related field and two to four years of professional experience in operating and capital budgeting, performance measurement, and program evaluation. A master's degree in public administration and knowledge of local governmental budgeting practices are strongly preferred. Also required is a high level of proficiency with Microsoft Office computer applications, especially Microsoft Excel.