

## Middletown, CT Job Description

<b>Classification Title</b>	Chief Budget Analyst
<b>Job Code</b>	
<b>Department</b>	Finance
<b>Union Group</b>	Non-Representation
<b>FLSA Status</b>	
<b>Pay Grade</b>	

### **PURPOSE OF POSITION**

The purpose of this position is to assist the Mayor, Common Council, Finance Director and major City Departments in ~~the execution of~~ managerial duties relating to budgets, grants, purchasing and financial management. Supervises staff responsible for the administrative/accounting functions in the Mayor's Office, Public Works, Parks and Sanitation Departments. ~~research and management control programs. The work is performed under the direction of the Director of Finance.~~

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.*

- ~~Assumes responsibility for and supervises a variety of high level administrative assignments in the area of budget preparation; budget maintenance; contract compliance and bond expenditures.~~ Reviews and analyzes departmental budget submittals. Prepares the Mayor's proposed City budget, which includes projecting City's potential mill rate and water, sewer, fire and sanitation fees.
- ~~Advises and counsels department heads and elected officials of the City in the preparation, analysis and monitoring of departmental budgets and programs.~~ Maintains financial management and analysis of Public Works/Park funds, which includes general fund, special funds and capital expenses. Monitors, manages and analyzes financial data relating to Public Works/Parks budget, Road Improvement Bond funds, Sanitation Department and Bulky Waste. Develops departmental budgets. Manages implementation of departmental budget expenditures.
- ~~Develops systems for, supervises and participates in the preparation, execution and control of departmental budgets and programs.~~ Analyzes revenue and expenses of various Public Works enterprise funds to determine if fee increases are warranted. Makes recommendations of various functions to reduce costs and increase efficiency.

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- ~~Supervises and participates in the conduct of financial studies to determine needed changes in organizational structures leading to more effective departmental management. Assists in securing funding for Capital Expenses and specialized items. Researches state, federal and cooperative agreements and grants for the purchase of Capital Expenses. Prepares bid specifications.~~
- ~~Supervises and participates in a variety of research projects relating to finance. Applies for and administers Local Capital Improvement Program State Grant for departments. Submits paperwork required for financial reimbursement.~~
- ~~Supervises and participates in the monitoring of programs operated by the departments and through third party contracts and in the provision of feedback and recommend improvements leading to the successful completion of contractual programs.~~
- ~~Takes lead in providing financial and programmatic assistance to major City departments.~~
- ~~Takes the lead and assists department heads in the development and implementation of comprehensive financial programs, including federal and state grant programs and bonding projects.~~
- ~~Attends Board and Committee meetings when appropriate.~~
- Perform other related duties as assigned.

### MINIMUM JOB QUALIFICATIONS

#### Education and Experience

Bachelor's degree in Business Administration, Finance or Accounting and at least four years of with three years ~~experience in government budgetary and analysis and administration~~ or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

### PREFERRED QUALIFICATIONS

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None.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- ~~Requires the ability to perform mid to upper-level data analysis including the ability to coordinate, strategize, systematize and correlate, using discretion in determining time, place and/or sequence of operations within an organizational framework. Requires the ability to implement decisions based on such data, and oversee the execution of these decisions.~~Knowledge of Municipal Accounting and Bonding
- ~~Requires the ability to provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.~~Knowledge of state and federal guidelines relating to reimbursements/compliance
- ~~Requires the ability to utilize reference, descriptive, consulting, design and advisory data and information such as budgets, grants, invoices, requisitions, meeting minutes, journal entries, schedules, ordinances, charter, correspondence, economic analysis, and organizational analysis.~~Knowledge of City ordinances/charter
- ~~Requires the ability to communicate orally and in writing with the Director of Finance, the Mayor, Common Council, department personnel, other department heads, city employees, vendors the media and the public.~~Knowledge of State legislations requiring LOCIP funds
- ~~Requires the ability to perform addition, subtraction, multiplication and division; calculate percentages and decimals; may require the ability to perform mathematical operations with fractions, algebra and statistics.~~
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in Ttraining, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Balance competing requirements and needs of client organizations
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence

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- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Work with mathematical concepts such as probability and statistical inference
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Interpret an extensive variety of data and instructions in written, oral, schedule, mathematical, or diagram form and deal with several abstract and concrete variables
- Ability to Perform mathematical computations such as addition, subtraction, multiplication, division. Calculate percent distributions, increase rates, and similar computations.
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Operate standard office equipment, such as computer keyboards and monitors, copiers, scanners, and telephone
- Ability to Use (or learn to use) computer software and systems applicable to the position
- Ability to Follow oral and written instructions and procedures
- Ability to Collect, organize, and interpret data and prepare accurate records
- Ability to Compare data from a variety of sources for accuracy and completeness
- Ability to Organize large volumes of detailed data and information
- Ability to Verify and maintain accuracy of detailed data and information, detect data errors
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Maintain well-organized materials, files, systems and tools
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Evaluate, organize, and summarize data and information
- Ability to Make varied arithmetic computations rapidly and accurately

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- Ability to Eestablish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Ssatisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

### PHYSICAL REQUIREMENTS

- ~~Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines and/or related materials used in performing essential functions.~~
- ~~Ability to coordinate eyes, hands feet and limbs in performing skilled movements such as rapid keyboard use.~~
- ~~Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling of objects weighing five to ten pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~

Exerting up to 10 pounds of force occasionally, a negligible amount of force frequently, and/or or constantly having to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

### WORKING CONDITIONS

*The working conditions described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

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- ~~• Ability to work under safe and comfortable conditions where exposure to environmental factors is minimal and poses a very limited risk of injury.~~

Position requires stooping, kneeling, crouching and reaching.

*The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

<b>Date created:</b>	02/26/15
<b>Dates revised</b>	