

Middletown, CT Job Description

Classification Title	Program/Budget Analyst
Job Code	
Department	Multi-Department
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to maintain and oversee the department budget and related record-keeping functions, ~~to s~~ Study department program functioning and make recommendations for improvement. ~~The work is performed under the direction of the Department Head or Assistant Department Head.~~

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.

- Prepares, administers, evaluates and monitors the Department budget; reviews budget. Reviews requests for expenditures; ~~o~~ Oversees all department expenditures, receipts and billings.
- Reviews and studies program functioning and makes recommendations for improved economy and efficiency.
- Oversees purchasing of department equipment. Develops and routes contracts pertaining to purchasing of goods and services.
- ~~Coordinates fiscal functions with the Finance Department.~~ Performs grant reporting, which includes expenditure reports and monitoring grant revenue. Oversees set up of grants and grant budgets in the accounting system. Verifies payments and account balances.
- Balances expenditures. Reconciles external credit card charges. Processes refunds.
- ~~Receives and responds to citizen complaints.~~
- ~~Plans, coordinates, assigns and reviews work of the clerical staff; maintains standards and allocates personnel.~~
- ~~Coordinates financial department staff activity with other City departments and agencies.~~
- Manages and/or supervises payroll and scheduling assignments.

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- Conducts department inventory.
- ~~Assigns and oversees clerical staff on the administration of department records.~~
- Prepares a variety of reports and ~~correspondence; prepares correspondence.~~ Prepares statistical reports and periodic reports on the financial status of the department.
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

Education and Experience

Bachelor's degree in Accounting with three years of responsible accounting experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Appropriate education substitutions can be made.

Other

~~PREFERRED QUALIFICATIONS~~

KNOWLEDGE, SKILLS, and ABILITIES

- ~~Requires the a~~Ability to perform mid-level data analysis including the ability to audit, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.
- ~~Requires the a~~Ability to persuade, convince, influence, train and monitor, in favor of a desired outcome. ~~Requires the a~~Ability to act as a lead person.
- ~~Requires the a~~Ability to utilize a variety of reference, descriptive and/or advisory data and information such as budgets, bills, invoices, reports, inventories, ordinances, contracts, manuals, procedures, guidelines and non-routine correspondence.
- ~~Requires the ability to communicate orally and in writing with the Director, Chief Housing Code Enforcement Officer, Chief Sanitarian and all department personnel,~~

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~~other City departments, civic groups, businesses and the public.~~ Knowledge of accounting practices and accounts payable/receivable

- ~~Requires the a~~ Ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently
- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Develop and write reports, policies, and correspondence
- Ability to Handle common inquiries or complaints
- 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 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

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- Ability to Evaluate, organize, and summarize data and information
- Ability to Establish 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 Satisfy 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

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accommodations may be made to enable individuals with disabilities to perform the essential functions.

- ~~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 talking, hearing, seeing, grasping, standing, walking and repetitive motions.

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.

Date created:	03/12/15
Dates revised	