



Management and Budget Analyst I #01950

City of Virginia Beach – Job Description

Date of Last Revision: 11-18-2020

FLSA Status: Exempt

Pay Plan: Administrative

Grade: 8

City of Virginia Beach Organizational Mission & Values

The City of Virginia Beach exists to enhance the economic, educational, social and physical quality of the community and provide sustainable municipal services which are valued by its citizens. The City of Virginia Beach organization is based upon a belief in the democratic process of government. This belief provides meaningful ways for citizens, reflecting the diversity of our City, to contribute to the development of public policy. This process is enhanced by organizational values which guide member performance within the Virginia Beach Quality Service System. These Values define our desired organizational culture. We value quality customer service; teamwork; leadership and learning; integrity; commitment; and inclusion and diversity.

Class Summary

Assist in the review and analysis of the Operating and Capital Improvement Program (CIP) budgets; and perform basic research for reports, major projects and program evaluations.

Representative Work Functions and Responsibilities

Independently, or in cooperation with senior analysts, review, analyze, evaluate, and effectively recommend budget requests, appropriations, and adjustments to determine availability of funds and impacts on the budget.

Independently carry out all aspects of Operating and CIP Budget reviews and development, and effectively recommend regarding less complex City agencies and programs.

Serve as a member of City teams as needed.

Identify sources for further research, conduct basic research, collect and analyze data to assist in the preparation of annual budget documents, reports, revenue/expenditure forecasts and program evaluations.

Assist in the development of revenue manuals, and Operating and CIP instruction manuals.

Demonstrate the capacity to enhance analytical skills to execute progressively responsible assignments.

Perform other job duties requiring skills, knowledge and physical requirements as demanded by those duties described or less. Individual assignments will be determined by the supervisor based on their current workloads and department needs.

Performance Standards

Conduct thorough budget analysis and reviews; review of research sources and interview of research contacts are conducted in a timely and accurate manner; provide budget preparation and guidance to City departments as needed; maintain consistency and comparability of departmental budget requests and recommendations; communicate effectively, both orally and in writing, with other members of staff, departments, and the executive staff; is familiar with principles of group processes and facilitates productive group interactions; provide accurate data and analysis for use in forecasts, budget documents, projects, reports, and program evaluations; support the strategic planning process through the

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preparation of related data; and prepare special reports utilizing statistics both descriptive and referential.

Minimum Qualifications

Bachelor's degree in economics, urban affairs, public or business administration and two (2) years of experience utilizing the knowledge, skills, and abilities associated with such positions as management budget analyst, financial analyst, research analyst or administrative analyst OR an equivalent combination of education (above high school level) and/or experience equivalent to six (6) years in fields utilizing the knowledge, skills, and abilities associated with this position.

Special Requirements

All employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies.

Knowledge-Skills-Abilities Required to Perform Satisfactorily

A. Knowledge

1. Knowledge of the principles and methods of public agency accounting and budgeting.
2. Knowledge of advanced financial and statistical analysis and research techniques.
3. Knowledge of computer hardware and software.
4. Knowledge of municipal operations, specific knowledge of several program areas and/or departmental operations and sources of information.
5. Knowledge of the principles of interpersonal and group relations and processes and sensitivity to others in professional interactions.
6. Knowledge of strategic planning principles and techniques.
7. Knowledge of survey techniques, productivity analysis methods and statistics.
8. Knowledge of organizational systems and processes.

B. Skills

1. Skill in preparing detailed report documents.
2. Skill in utilizing quantitative, non-quantitative, analytical and statistical methods in analyzing local government programs and budgets.
3. Skill in analyzing and interpreting statistical and financial program data.
4. Skill in utilizing microcomputer software such as database management, spreadsheets, and graphics packages.
5. Skill in effectively interacting and communicating, both orally and in writing, with department officials, staff and group.
6. Skill in applying familiarity with municipal operations and sources of information to assignments.
7. Skill in compiling and organizing data associated with the strategic planning process.
8. Skill in participating in the development of surveys.

C. Abilities

1. Ability to analyze and synthesize technical reports, apply research and statistical techniques, and formulate recommendations.
2. Ability to establish and maintain effective working relationships with officials, fellow employees, employees of other departments and achieve consensus through group processes.
3. Ability to carry out brief general instructions effectively.
4. Ability to operate microcomputers.
5. Ability to prepare formal reports and assist in making presentations.
6. Ability to apply familiarity with general municipal operations and to identify sources and contact for information.
7. Ability to apply basic strategic planning principles and techniques as directed.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.

Working Conditions

The below stated working conditions are intended to provide a general overview of the environmental conditions inherent in the job setting, as well as the physical, mental, and sensory requirements necessary to perform the essential functions of positions in the noted job title. A more detailed description will be made available at the position (PCN) level.

NOTE: Per HR Policy 6.19, Americans with Disabilities, the City follows the requirements of the Americans with Disabilities Act (ADA) in all hiring and employment decisions. The City shall not discriminate on the basis of disability in its hiring and employment practices. The City shall make reasonable accommodations for the known physical or mental limitations of a qualified applicant or employee with a disability upon request unless the accommodation would cause an undue hardship on the operation of the City's business.

Physical Requirements: *Physical refers to the requirement for physical exertion and coordination of limb and body movement.*

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis, routine keyboard operations, and use of other standard office equipment. Requires lifting of reports, books, and supplies of up to 25 pounds on occasion.

Mental Requirements: *Mental refers to the degree that the job involves cognitive activities, and use of mental processes*

Uses advanced professional-level work practices in the analysis, coordination or interpretation of work of a professional, fiscal, legal, or managerial nature and formulates important recommendations or makes technical decisions that have an organization-wide impact; requires continuous, close attention for accurate results or frequent exposure to unusual pressure.

Environmental Conditions: *Environmental refers to job conditions inherent to the job setting, including those that may lead to injury or health hazards even though precautions have been taken.*

This job involves a risk of limited to no exposure to any environmental hazards.

Sensory Requirements: *Sensory refers to hearing, sight, touch, taste, and smell required by the job.*

This job requires normal visual acuity, field of vision, hearing, and speaking.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.