

**City of Dallas
Class Specification**

Title:	Senior Budget Analyst	Class Code:	18033
Application:	Career Series	Pay Grade:	I
Supplemental/Code:	Administrative/1	Established:	1996-97
FLSA Status:	Exempt	Revised:	01/01/09

Position Purpose:

Performs as a senior or lead Budget Analyst in Budget and Management Services or a department administering a complex budget to provide financial analysis, monitoring, and to make recommendations for effective control on expenditures and ensure available funds.

Essential Functions:

1. Assists in the preparation and coordination of the City Manager's recommended operating budget including capital, grants, trusts, and debt service budgets to ensure effective oversight and financial management.
2. Monitors and analyzes expenditures, revenues, and changes in financial status in complex funds and budgets on a city-wide basis to ensure proper accountability and financial management.
3. Prepares routine monthly, quarterly, and annual reports such as cost analysis, performance data, financial target analysis, and expenditure and revenue status reports to provide appropriate monitoring for effective decision making.
4. Provides non-routine reports and responds to special requests for reports on financial and organizational information including complex statistical forecasting models, trend analysis, impact studies, financial projection methods, issue papers, briefing materials, and bond rating notebooks to provide management information.
5. Communicates with city departments, managers, auditors, and service providers to obtain or provide information, integrate activities and resolve problems such as reconciling department submissions with approved budgets.
6. Reviews council agenda times and contracts to ensure proper format and procedures, accuracy in financial and budgetary information, and resolve problems with client departments.
7. Attends City Council and Town Hall meetings to provide staff assistance including taking notes for management and recording unanswered Council or citizen questions.
8. Regular, reliable and punctual attendance is an essential function of the job.

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Knowledge, Skills, and Abilities Required to Perform Work

Knowledge of automated accounting programs and ability to use microcomputers.

Knowledge of financial, accounting, and budgeting principles and practices.

Ability to analyze complex policy, financial, and organizational issues.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

Working Conditions and Hazards:

Works in an office environment.

Maybe required to work frequent overtime.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.