



# City of Tempe

## SENIOR MUNICIPAL BUDGET & FINANCE ANALYST

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	391	<i>Department / Office:</i>	Municipal Budget
<i>Supervision Level:</i>	Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Senior Municipal Budget & Finance Analyst
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

### REPORTING RELATIONSHIPS

Receives general supervision from the Municipal Budget Director.

May provide direct supervision or functional and technical direction over professional staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	Three (3) to four (4) years of experience in budget, finance, economics, management analysis, or accounting work which should include at least three years of increasingly responsible budget and finance experience in government.
<i>Education:</i>	Bachelor's degree from an accredited college or university with major course work in accounting, finance, statistics and research, economics or a degree related to the core functions of this position.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of professional level administrative and analytical work involving the preparation, study and application of City budgets and finances; and to perform duties involved in the research, analysis and development of efficient systems.

### OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Participate in annual operating, capital and city budget preparation and administration; conduct fiscal / economic impact studies and cost / benefit analyses; coordinate the preparation of manuals and comprehensive and timely budget documents.
- Perform comprehensive multiyear econometric models and scenarios; financial projections and plans involving revenue and expenditure forecast analysis.
- Research economic trends at national, regional, state and local levels.
- Assist in developing city financial policies.
- Conduct city-wide base budget hearings; monitor city-wide departmental patterns; prepare and distribute budget reviews.
- Advise management, departments, and divisions on budget problems, policies, and procedures and assist them in the maintenance of proper budgetary controls.
- Assist with the preparation and administration of the city's capital improvement program, debt management plan, and annual financial reports; assist department and division heads in developing and improving operational objectives.
- Conduct administrative and systems studies; evaluate, and prepare reports and recommendations for improving policies, procedures, methods, and systems of operation.
- Conduct performance measurement / benchmarking and productivity studies; review performance and program direction; evaluate and recommend changes to improve productivity.
- Design and conduct surveys; economic impact studies; utility rate reviews; and prepare proposals on financial and staffing requirements; design, develop and perform various independent statistical and research studies to monitor economic processes affecting the budget.
- Present financial analysis to council committees; present policy analysis or other financial feasibility studies to senior management, council committees, and policy makers.
- Establish short- and long-range planning goals and objectives for, and coordinate special projects assigned to the Budget and Finance section.
- Perform the costing of Police and Fire MOU agreements; generate the Quarterly Revenue Report; and provide financial analysis on upcoming legislative issues that may impact city revenues.
- Participate in the selection of staff; provide functional / technical direction or may directly supervise assigned staff; and as needed, work with staff to correct deficiencies and/or implement discipline procedures.
- Provide pro-active performance planning utilizing performance management tools.
- Perform related duties as assigned.

## PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Work in stationary position for long periods of time;
- Operates office equipment, such as computers, copy machine and calculators;
- Extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time.

COMPETENCIES		
<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i>  <a href="#">City of Tempe, AZ : Competencies</a></p>		

JOB DESCRIPTION HISTORY
<p><i>Effective November 1988</i>  <i>Reviewed October 1993</i>  <i>Revised December 2000</i>  <i>Revised February 2001</i>  <i>Revised February 2006 (job title, duties, and MQ)</i>  <i>Revised October 2015 (job title, duties and MQ)</i>  <i>Revised September 2021 (job title and removed from flexible classification series)</i></p>