



CITY OF ROCKVILLE  
invites applications for the position of:

# Management and Budget Analyst

**SALARY:** \$70,263.00 - \$108,907.00 Annually

**OPENING DATE:** 09/28/17

**CLOSING DATE:** 10/27/17 11:59 PM

## **JOB SUMMARY:**

This position is responsible for performing challenging professional and administrative work relating to preparing, monitoring, and maintaining the City's annual budget and the five-year Capital Improvements Program (CIP). The position also assists in developing reports and presentations for the City Manager, Senior Managers, and Mayor and Council, maintains the position control system, and evaluates revenue and expenditure projections on a regular basis throughout the year. The role provides analytical and operational input and assists departments with budgetary or managerial issues throughout the fiscal year. The incumbent uses considerable tact, discretion, and persuasion to provide policy guidance in the areas of fiscal management and general operations. The work is subject to functional policies and goals under the general managerial direction of the Deputy Director of Finance.

## **ESSENTIAL JOB FUNCTIONS:**

- Uses Excel, PowerPoint, Word, and the City's financial system to develop budget book materials and other budget-related presentations.
- Coaches and assists program managers in their financial management efforts.
- Takes an active role in the City's budget development process, including the following: preparing data for use by departments in developing their budget submissions; providing assistance and guidance for program managers; evaluating the reasonableness of budget submissions; developing revenue and expenditure projections; tracking changes to the budget plan; consolidating data and preparing reports; and preparing material for Mayor and Council meetings.
- Prepares budget-related communications with City departments, government agencies, businesses, and citizens.
- Assists in maintaining the position control system.
- Provides guidance, counsels, and trains City staff in the use of financial software, including the City's financial system and complex spreadsheet applications necessary for budget preparation and monitoring.
- Supports Accounting by reviewing and correcting payroll and purchasing card system rejections on a monthly basis.
- Maintains the Capital Improvements Program and operating budgets within the accounting system and in conformance with the appropriate ordinances.
- Evaluates proposed program changes and enhancements with respect to short- and long-term fiscal impacts.
- Monitors City revenue and expenditure patterns and assists departments in reconciling budget difficulties that arise throughout the fiscal year.

## **QUALIFICATIONS:**

Bachelor's degree with major coursework in economics, public administration, business administration, finance, or closely related field from an accredited university or college; and four

(4) years of progressively responsible work in budget and/or finance. A related master's degree can be substituted for 2 years of experience.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of quantitative methods including cost/benefit analysis, performance measurement, revenue and expenditure forecasting, and other related techniques relative to annual budgets, CIPs, and long-term fiscal analysis.
- Knowledge of data collection and analysis techniques.
- Basic understanding of accounting, economics, public management, policy analysis, and statistics.
- Skill in exercising independent judgement, decision-making, and problem-solving.
- Ability to communicate simply and clearly, both orally and in writing, to audiences with little or no background in budgeting or fiscal analysis.
- Ability to follow complex written and oral instructions, and to understand federal, state, and local rules and regulations.
- Ability to present report findings in written, oral, and graphic formats.
- Ability to utilize computer software to process, analyze, and present data.
- Ability to deal effectively with individuals and groups on matters such as strategies.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://agency.governmentjobs.com/rockville/default.cfm>

Position #201700116  
MANAGEMENT AND BUDGET ANALYST  
TD

111 Maryland Ave  
Rockville, MD 20850  
(240) 314-8470

[hrinfo@rockvillemd.gov](mailto:hrinfo@rockvillemd.gov)

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**Management and Budget Analyst Supplemental Questionnaire**

- \* 1. Which of the following best describes your level of education?
- High School or GED
  - Some College
  - Associates Degree
  - Bachelors Degree
  - Masters Degree or Higher
  - None of the Above
- \* 2. Which of the following best describes your field of study?
- Accounting
  - Business Administration
  - Economics
  - Public Administration/Public Policy
  - Other
- \* 3. How many years experience do you have working for a state or local government?
- No Experience
  - Less than 2 years
  - 2 years to less than 4 years
  - 4 years to less than 6 years
  - 6 or more years
- \* 4. How would you rate your knowledge of Microsoft Excel?

- None
- Basic
- Intermediate
- Expert

\* Required Question