



CHARLES COUNTY GOVERNMENT
invites applications for the position of:

Senior Budget Analyst

SALARY: \$33.99 Hourly
\$66,285.00 Annually

OPENING DATE: 11/01/18

CLOSING DATE: 12/16/18 11:59 PM

SUMMARY:

THIS IS A RE-ADVERTISEMENT. IF YOU HAVE PREVIOUSLY APPLIED, THERE IS NO NEED TO RE-APPLY, YOUR APPLICATION IS STILL UNDER CONSIDERATION.

Performs senior budget analysis work in preparing and administering departmental budgets for the county. The work involves analyzing budget requests, monitoring budgets during the fiscal year, and preparing recommendations regarding expenditures, fund transfers, and related budgetary matters. Assignments include responsibility for long term operating and capital budgets for debt affordability limits and for special studies and projects. Overall goals are set and the worker determines the specific tasks and assignments to be performed, independently handling new, unusual problems and deviations encountered in the work.

ESSENTIAL JOB FUNCTIONS:

Responsible for analyzing and making recommendations for assigned department's operating budget request, assist operating staffs in preparing budgets, meet with departments and County Administrator to discuss, prepare presentation to be reviewed with County Commissioners; recommendations for changes to taxes and fees are made at this time.

Reviews department's CIP request, meets with departments and County Administrator to discuss, analyze the impact on County's debt affordability, and prepares presentation to be reviewed with County Commissioners.

Analyzes historical revenues, current revenues, department estimates, and 5-year operating guidelines to provide a proposed next fiscal year revenue budget by line item for the General, Water & Sewer, Landfill, Environmental Service, and Golf Course funds.

Develops and maintains the 5-Year operating and capital budgets for debt affordability limits. Prepares presentations on the 5-Year plans. Provide various "what if" scenarios based on Commissioner direction.

Analyzes the County's cash flow needs for determining the size of the next bond issue.

Coordinates, prepares and edits the County's Official Statement for publication.

Prepares analysis based on special requests.

Trains and assists other analysts as needed. Provides lead work direction to other Budget/Administration staff.

Prepares slide show presentation for County's Public Hearing on the budget. Prepares, coordinates, and edits the County's Budget Book for publication, web page and award submission.

Provides financial information in response to inquires from public and other governmental entities.

Maintains, reviews, and monitors County-wide systems and controls for proper operations. Reconciles budget accounts and identifies variance, errors, and omissions in budget accounts and takes appropriate actions.

Investigates spending proposals and make recommendations, advise operating staff on fiscal management procedures, requirements, and alternatives

Other Duties

Performs duties of other positions in the unit as required. Performs related work as required.

QUALIFICATIONS, KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledges, Skills, and Abilities (These are pre-employment KSAs that apply only to Essential job Functions.)

Knowledge of--

- The concepts and practices of budgeting as applied to the requirements of the county.
- Automated spreadsheet knowledge.

Ability to--

- Perform administrative budget analysis with spreadsheet software.
- Review and monitor county-wide systems and controls.
- Communicate effectively orally and in writing.

- Lead others in the work.
- Establish and maintain effective working relationships with others encountered in the work.
- Perform assignments with minimal supervision.

Required Qualifications (Note: Any acceptable combination of education, training and experience that provides the above knowledges, abilities and skills may be substituted on a full-time year for year basis.)

Training and/or Education:

Bachelor's degree in business or public administration. Advanced degree in finance or public administration preferred.

Experience:

Six years of progressively responsible budget analysis experience.

Licenses or Certificates:

None

Special Requirements:

None

ADDITIONAL INFORMATION:

Physical Demands:

The work is mostly sedentary with periods of light physical activity, and is performed in office surroundings. Typical positions require workers to walk or stand for long periods; lift and carry up to 20 pounds; climb stairs, bend, reach, hold, grasp and turn objects; and use fingers to operate computer or typewriter keyboards. The work requires the ability to speak normally and to use normal or aided vision and hearing.

Unusual Demands:

Employee is subject to work beyond the normal scheduled hours of work.

FLSA Status:

Exempt

Reports to:

Chief of Budget

Supervises:

None

Revised 5/14

Grade 15

200 Baltimore Street
La Plata, MD 20646

Position #2018-00208
SENIOR BUDGET ANALYST
SS

dhr@charlescountymd.gov

Senior Budget Analyst Supplemental Questionnaire

- * 1. What is your knowledge of the concepts and practices of budgeting?

- * 2. How many years of experience performing budget analysis do you have?

- * Required Question