



BALTIMORE COUNTY, MARYLAND
OFFICE OF THE COUNTY AUDITOR

LAUREN M. SMELKINSON, CPA
COUNTY AUDITOR

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Fiscal and Policy Analyst (Full-Time)
Salary: \$51,437+ DOQ

The Office of the County Auditor operates as part of the legislative branch of County Government and serves the Baltimore County Council in its legislative oversight function by providing independent auditing and other fiscal services such as economic analysis, revenue forecasting, fiscal impact analysis, budget analysis, and legislative research. The Office consists of two work units: the audit unit and the fiscal and policy analysis unit. The fiscal and policy analysis unit is responsible for a wide variety of activities, including: supporting the Council's Spending Affordability and Economic Advisory Committees; reporting on the County's economic indicators and revenue/expenditure projections; completing special projects, including policy research, at the request of the County Council; analyzing agency budget requests and the fiscal impact of proposed legislation; and other varied and challenging assignments.

The fiscal and policy analysis unit seeks to fill a full-time analyst position, to begin employment in the Summer of 2020. The position is responsible for performing fiscal, policy, and budget analysis and research, as well as completing other projects, as assigned. Duties include thoroughly documenting work methodology and assisting with report drafting.

Required Qualifications:

- Bachelor's degree from an accredited college or university in economics, public policy, public administration, or a related field (will consider enrolled students on track to graduate in May/June 2020);
- Strong research, quantitative, and analytical skills;
- Excellent written and oral communication skills;
- Enthusiasm for public service and a demonstrated interest in performing policy analysis at the local government level;
- Strong attention to detail, with the ability to remain focused on the big picture;
- Proficiency in performing spreadsheet and database analysis; and
- The ability and willingness to interact with and question agency personnel.

Preferred Qualifications:

- Graduate degree in public policy or a related field; and
- Relevant government, budget, and economic forecasting experience.

The position offers generous benefits, including health insurance and retirement plans, leave time, educational assistance, and alternative work schedules, as well as a pay-for-performance salary review process designed to facilitate career progression to higher-level positions. Conveniently located in the heart of Towson, Maryland.

Please send your resume and cover letter, along with your salary requirements and GPA, to: analystposition@baltimorecountymd.gov. EOE