

BUDGET AND MANAGEMENT ANALYST – SENIOR

City of Milwaukee Budget and Management Division

The City of Milwaukee Budget and Management Division serves as the executive budget office for the Mayor. In addition, the Division provides policy analysis and makes recommendations to the Common Council and its Finance and Personnel Committee. The Division also plays a lead role in the analysis of service quality and productivity through the Accountability in Management program. The Division works with all City departments on budget and fiscal policy. The Division's main responsibilities are strategic and fiscal planning, operating and capital budget development, management analysis and program evaluation.

PURPOSE: Duties involve development of City departments' annual budgets, fiscal policy studies, management analysis and budget administration.

ESSENTIAL FUNCTIONS:

- Lead the development of the Mayor's annual Proposed Executive Budget, including service levels, performance measures, and expenditures, for assigned departments
- Perform fiscal and management analysis of service quality, operational effectiveness, and policy issues that pertain to assigned departments
- Provide quarterly analysis and projections of operating results pertaining to assigned departments
- Provide oral and written presentations regarding analysis and recommendations to the Mayor and Common Council

THE REQUIREMENTS:

1. Bachelor's Degree (Master's desirable) in Public Policy, Public Administration, Applied or Agricultural Economics, Urban Planning or related field from an accredited college or university.
2. One year of professional experience or an internship performing duties similar to the above (budget, management or policy analysis) is preferred, but not required.
Equivalent combinations of education and experience may be considered.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to apply budget, policy, and management analysis techniques in a creative manner to the job functions
- Ability to present effective oral and written communications in a concise and clear manner
- Ability to apply information about community needs to budget analysis and recommendations
- Ability to work cooperatively with team members, departments and City officials
- Ability to initiate suggestions for analysis and research
- Proficiency with Microsoft Word, Excel, and PowerPoint. Ability to perform database queries is highly desirable.
- Knowledge of and the ability to apply statistical techniques to data.

THE CURRENT SALARY RANGE (005) IS: \$47,109 to \$65,957 annually.