



City of Peoria

HUMAN RESOURCES

Title: Sr. Budget Analyst

FLSA STATUS: Exempt from overtime under FLSA.

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from Budget Manager.
This is a non-supervisory job classification.

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in any field or equivalent
- **Experience:** Minimum of three years related experience. Requires a working knowledge of specialized practices, equipment and procedures.
- **Licenses/Certifications/Special Requirements:** None required.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.

JOB SUMMARY

The purpose of this position is to complete analyses regarding financial and operational issues, develop automated systems, formulate long term forecasting models,, prepare cost and rate analysis, and assess financial activities for funds. Completes econometric and statistical modeling; researches and analyzes information; evaluates budget circumstances; formulates financial projections; researches trends; develops internal processes; ensures goals are met; supports departments as liaison for budget process and issues; provides financial analysis for special projects.



ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Completes financial analyses by weighing impacts of funding. Anticipates costs; completes cost benefit analyses; undertakes capital financing scenarios; aids in fiscal analysis of proposals.
2	Formulates long term forecasting models. Identifies trends; establishes models; ensures and reviews accuracy of all models; develops methods for identifying thresholds and milestones.
3	Develops automated systems. Creates and maintains programs forecasting funding levels; creates reports; maintains tracking programs.
4	Leads department efforts in assessing financial activity. Creates systems; completes financial analysis; reviews analyst work; works with departments to ensure fund balances are correct.
5	Completes utility rate modeling and analysis, impact fee studies and analysis, and analysis of user fees.
6	Position may include the following: Administers the Fleet Replacement system and provides ad hoc information; serves as lead for operating budget monitoring; maintains the City's performance management system and assists the Finance Deputy Director in a process to provide data to City Council and Executive Management; serves as liaison to assigned operating departments; manages the development of most City internal service models; works with Budget Manager / Coordinator to develop and implement a work plan for next fiscal year budget development; works with Budget Manager / Coordinator to ensure inclusion and accuracy of all data into budget schedules and ensures required legal disclosure in the budget process.
7	Position may include the following: Leads the City's preparation of Utility and Solid Waste rate studies and annual user rate and fee recommendations; manages the compilation, analysis and reporting of enterprise fund revenues and expenditures; compiles relevant data to support long-range financial forecasting in each of the enterprise funds; monitors, analyzes, and forecasts City sales tax and City revenues; provides ad hoc data research, reporting, and departmental support.



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PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with "X" The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with "X" The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, scanner, copy / fax machine, and related software, telephone, calculator / adding machine.

PROTECTIVE EQUIPMENT REQUIRED:

None required.