



**YUMA COUNTY**  
invites applications for the position of:

## **Budget Analyst I**

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**SALARY:** \$22.18 - \$27.70 Hourly  
**OPENING DATE:** 05/15/18  
**CLOSING DATE:** Continuous

### **JOB SUMMARY:**

#### **NATURE OF WORK**

Under general supervision, performs administrative work of a technical and analytical nature of moderate difficulty relating to management, budgetary and fiscal analysis; this position has county wide responsibility.

#### **EXAMPLE OF WORK:**

*(Illustrative Only)* Develops and tracks work performance measures; assists with the preparation and coordination of annual budget Assists with budget software maintenance; analyzes budget requests and provides feedback to departments; assists with the preparation and evaluation of competitive proposals for the delivery of County services; conducts research, collects data, and compiles findings; develops and conducts surveys and prepares analysis of survey results in report form using charts, statistics and written verbiage; provides training and technical assistance for County staff in the area of preparation, presentations and monitoring of annual budgets; assist with the resolution of staff budget problems; assists with the projection of revenues and expenditures; assists with the forecasting for long range revenue and expenditures; assists with the coordination of budget hearings and meetings; regular and reliable attendance is required; performs other duties as assigned.

#### **EXPERIENCE AND EDUCATION:**

Associates Degree in Business, Finance, with two (2) years' experience in budgetary and fiscal management and proficient with Excel spreadsheets OR an equivalent combination of education and experience; requires successful completion of a background check; **Preferred Qualifications:** Bachelor's Degree in Public or Business Administration with one (1) years' experience in preparing multi-department governmental budgets, strategic plans or business improvement reports and with one (1) year related public sector experience.

***This position is advertised from the minimum to the mid-point hourly rate. Salary will be determined based on education and experience at the time of offer.***

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of: County policies and procedures; budget preparation, administration, and analysis; public sector organization and functions, preferably in a County. ; management analysis techniques, policies and procedures; performance measurement of a local government; statistical and quantitative analysis; research methods and technical report

writing; governmental budgeting practices and procedures; word processing and spreadsheet software; research and survey techniques; research and report writing; systems and operations analysis; management practices such as re-engineering, benchmarking, and competitive service delivery.

Skill in: Analyzing and evaluating effectiveness of financial, management, and organizational programs to develop solutions to enhance operations; distilling raw data into written reports presented in a manner useful to decision-makers and to the public; training others in management techniques; communicating clearly and concisely, both verbally and in writing; establishing and maintaining effective working relationships with employees, elected officials, other agencies, and the public; using and staying current with word processing, spreadsheet, presentation and database software.

Ability to: Read, to write and synthesize data and reports; use modern office equipment and computers; communicate effectively verbally and written.

Work Environment: The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity; generally the job requires 60% sitting, 20% walking and 20% standing; working at a computer monitor for extended periods required; the job is performed under minimal temperature variations and in a generally hazard free environment.

**EOE/AA/ADAAA/M/F/V/D DRUG FREE WORKPLACE**

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://yumacountyaz.gov>

Position #209AJ  
BUDGET ANALYST I  
AJ

198 S. Main St  
Yuma, AZ 85364  
928-373-1013

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