



City of Peoria

Human Resources

Title: Budget Analyst

FLSA STATUS: Exempt from overtime under the Fair Labor Standards Act (FLSA)

SUPERVISION RECEIVED AND EXERCISED:

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

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in Public Administration or related field.
- **Experience:** Minimum of two years' of professional work experience in a related field.
- Other combinations of experience and education that meet the requirements may be substituted.
- **Licenses/Certifications/Special Requirements:** None required.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Master's degree in Business Administration or related field.

JOB SUMMARY

The purpose of this position is to perform complex administrative work in budget preparation, document production, fiscal analysis, and performance measurement. Acts as a budget liaison for various city departments. Provides technical support to city department staff by resolving budgetary issues, helping develop and validate data for performance measures, creating custom reports, and providing training as needed.

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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	Acts as a budget liaison for various city departments. Responds to department inquiries and resolves budgetary problems. Provides training as needed.
2	Performs various forms of budget and financial analysis, estimates and forecasts in support of the annual budget including revenue, operating and capital expenditures, and fund balance and capital funds availability.
3	Prepares financial schedules and presentations in support of the annual budget process and budget document. Coordinates the publication of the budget book. Gathers needed information, writes narratives, and prepares draft presentations.
4	Coordinate the City's performance measurement program: assist departments in developing appropriate measures, validate data as needed, publish measures in various formats.
5	Review council communications to ensure that financial impact(s) are appropriately captured.
6	Collaborate with other analysts and department staff to accomplish city objectives.
7	Conducts research, analyzes data, and prepares reports as directed.
8	Administers citywide budget preparation application, including forms, tables, and other maintenance activities.
9	Other duties as assigned.

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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, scanners, copy / fax machines, and related software, telephone, calculator / adding machine.

PROTECTIVE EQUIPMENT REQUIRED:

None required.