



**CITY OF CHARLOTTESVILLE**  
invites applications for the position of:

# **Budget Analyst or Sr. Budget Analyst**

**TO APPLY:** to view the complete job information and to apply, visit our employment website listed. Applications are only accepted online through the City of Charlottesville employment page, [www.charlottesville.gov/jobs](http://www.charlottesville.gov/jobs), and must be submitted prior to the listed closing date and time.

**An Equal Opportunity Employer**

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## **SALARY**

Salary: See Position Description

**OPENING DATE:** 03/31/23

**CLOSING DATE:** Open until filled

## **GENERAL SUMMARY:**



The Office of Budget and Performance Management is responsible for the development of the City's operating and capital budgets and implementation of the City's Strategic Plan and performance management initiatives. Reporting directly to the City Manager, the Budget Office has the unique opportunity to regularly interact with all City departments to collaborate, help answer questions, and find solutions. We strive to be good partners both internally and externally by being transparent, useful and reliable.

**This position may be filled as a Budget & Management Analyst OR as a Senior Budget & Management Analyst depending on qualifications.**

- **Budget & Management Analyst hiring between:** \$48,607.26 to \$72,856.72 annually.
- **Senior Budget & Management Analyst hiring between:** \$60,614.01 to \$107,074.77 annually.

Starting offer is based on applicable education, experience, and internal equity. This is a full-time, exempt, position which provides excellent benefits including 13 paid holidays, paid vacation and sick leave, health insurance options with employer contribution, employer-paid life insurance, City's retirement options, gym membership reimbursement, and continuing education/training opportunities.

- **For a general summary of benefits offered by the City**, please click the 'benefits' tab on this posting, or visit <https://www.charlottesville.gov/1047/Employee-Benefits>.
- **The City of Charlottesville manages its own retirement system** and does not participate in VRS, however the City has a Portability Agreement with VRS and there are certain provisions that must be met. For questions pertaining to the Portability

Agreement, please contact the City's Benefits Administrator at 434-970-3462.

**Budget & Management Analyst:** Under general supervision, the Budget and Management Analyst will provide professional and analytical assistance in the preparation, analysis and communication of budget documents and fiscal reports, performs analysis and make recommendations for resource planning and other budget related transactions. This work requires considerable exercise of initiative and independent judgment in identifying and resolving budgetary and fiscal issues. This position reports to the Director of Budget and Performance Management.

**Senior Budget & Management Analyst:** Under general supervision, the Senior Budget and Management Analyst performs advanced-level analytic, professional, and specialized work in the preparation, analysis and communication of budget documents and fiscal reports. This position also provides leadership on the evaluation and strategic planning of various projects, policies, and activities; monitors, assesses, and reports on business processes and activities, including developing, recommending, and implementing plans and programs for improvement of performance, quality, compliance, or efficiency of operations and services; plans, leads and directs large and complex projects; provides technical advice and guidance to departmental managers; acts as a subject matter expert exercising considerable initiative and independent judgment in identifying and resolving budgetary, fiscal and performance management issues. This position reports to the Director of Budget and Performance Management.

**ESSENTIAL  
RESPONSIBILITIES  
AND DUTIES:**

**Budget & Management Analyst:**

- Performs a wide range of professional work in multiple administration functions with the Budget Office including analysis and project management.
- Performs a variety of technical and professional work related to monitoring and reporting on citywide business processes, activities, outcomes, and problem solving.
- Performs data entry functions necessary for proper data input into the computerized budget and/or accounting systems.
- Performs data collection activities in support of existing studies, projects or programs, including conducting research and participating in work group collaboration.
- Formats data sets and performs qualitative and descriptive statistical analyses to aggregate and assimilate data for displaying potential patterns and trends.
- Confers with City departments and representatives to help document workloads, programs and needs.
- Prepares and analyzes budget reports on both the department and fund level.
- Assists with capital improvement planning, and the development of operational budget.
- Assists with development of public presentations on various budget issues.

- Assists in preparation for budget work sessions and special work sessions as called by City Council during the year; and attends applicable meetings when necessary.
- Represents the department serving on cross departmental teams and teams reviewing funding requests.
- Assists in developing policies, processes and related forms/documents related to capital and operating budgets.
- Keeps current, designs, and implements improvements to the Budget Office website and assists with the department's online and social media activities.
- Provides support for special projects as requested.
- Other related duties as required.

### **Senior Budget & Management Analyst:**

- Advises and assists departments in the preparation of budget estimates and supporting data.
- Analyzes complex fiscal and budget problems, advising other departments of methods and/or procedures to be followed.
- Performs advanced data analysis and long-term forecasting and trends analysis.
- Monitors assigned budgets. Supports and assists departments with problem solving.
- Prepares and analyzes quarterly reports for all expenditure and revenue funds.
- Develops and gives public presentations on various budget issues. Assists or leads in preparation for budget work sessions and special work sessions as called by City Council during the year; and attends applicable meetings when necessary.
- Serves on cross departmental teams and teams reviewing funding requests.
- Recommends policies, processes and related forms/documents related to capital and operating budget development and requests.
- Participates in the review and approval process for all City position requests.
- Assists with the development and preparation of annual revenue estimates.
- Monitors and reviews all appropriations and grant requests.
- Updates, designs and implements improvements to the Budget Office website and leads the department's online and social media activities.
- Participates in the development and implementation of strategic and management initiatives at the citywide and department level.
- Independently plans, develops, and implements comprehensive communication and education plans on programs and services for both City agencies and community organizations.
- Prepares reports and presentations of analysis and findings.
- Performs a wide range of professional-level management work for more than one broad administrative function including complex analysis and diverse project management in a lead capacity.
- Provides guidance, recommendations, and advice to departmental managers.

- Serves on committees, task forces, and management teams to evaluate the effectiveness and efficiency of existing management/administrative systems.
- Writes, edits, and finalizes reports and presentations and presents findings and recommendations to department senior managers.
- Performs other duties as assigned.

**EDUCATION,  
EXPERIENCE AND  
SKILLS:**

**Budget & Management Analyst Minimum Qualifications:**

- Any combination of education or experience equivalent to a Bachelor's degree from an accredited four-year college or university in Public Administration, Business, Finance, Accounting, or other related field.
- At least one (1) year of work experience in budgeting, data entry or analysis, financial administration or analysis, business administration or management, public administration, human resources, or other similar area.
  - (A Master's Degree may substitute for the one year of required experience.)
  - (Relevant internship experience plus a related Bachelor's degree may be considered equivalent.)

**Special Requirements:**

- May require evenings and weekends hours.

**Preferred Qualifications:**

- Related experience in local government or public sector is preferred.

**Skills:** Strong analytical skills; Knowledge of the principles and practices of public administration, with particular reference to governmental budget and finance administration; Knowledge of the policies, procedures, and practices to develop and monitor budgets; Knowledge of the mission, goals, objectives and organizational structure of the assigned budget's unit or program; Ability to exercise initiative and judgment in identifying and resolving budgetary and fiscal issues; Ability to prepare reports and to present financial and statistical data in clear and concise form; ability to communicate effectively, both orally and in writing, and to express ideas clearly and concisely to both individuals and groups, and in public; ability to deal tactfully and effectively with people; Ability to establish and maintain effective working relationships with staff, elected officials, and the public; Ability to manage competing priorities and shifting requirements; ability to use a variety of software packages.

**Senior Budget & Management Analyst Qualifications:**

- Any combination of education and experience equivalent to a Bachelor's degree from an accredited university or college in Public Administration, Business, Finance, Accounting or related field.
- At least four (4) years of professional level work in budgeting and finance, strategic planning, performance management and/or public administration.

**Special Requirements:**

- May require evenings and weekends hours.

### **Preferred Qualifications:**

- Preference for Master's degree.
- Preference for at least two years of experience in a local government setting.

**Skills:** Considerable knowledge and understanding of the principles and practices of public accounting and public administration; working knowledge of the principles and practices of accounting, budget preparation and control with the ability to accurately analyze and develop accurate funding, revenue and expenditures forecasts and budgets and monitor expenditures in accordance with policies; excellent attention to detail and strong organizational skills; ability to multi-task effectively and manage competing priorities while maintaining the accuracy and integrity of multiple departments' financial data and budgets; ability to communicate effectively, both orally and in writing, and to express ideas clearly and concisely to both individuals and groups, and in public; ability to deal tactfully and effectively with people; ability to establish and maintain effective working relationships with staff, elected officials, and the public; excellent research skills with the demonstrated ability to compile and analyze relevant data and make appropriate recommendations, summaries and presentations; ability to synthesize and compile multiple types of data and produce easily understood forecasts, budgets and summaries.

### **PHYSICAL CONDITIONS & ADDITIONAL INFORMATION:**

Physical requirements for this position as outlined by the Department of Labor: **SEDENTARY WORK:** Ability to lift up to 10 lbs. occasionally and/or negligible amount of weight frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

The majority of time spent in this position involves inside work. Position may require the ability to work nights and/or weekends. The noise level in the work environment is usually moderate.

*This job opportunity is advertised with a closing date of "Continuous." If interested in being considered, an application should be submitted as soon as possible. Applications will be evaluated on a continuous basis. Interviews will be conducted as soon as possible during the recruitment with candidates who are best qualified. Applications may no longer be considered once a candidate to fill the position is identified. This job announcement will close when the position(s) have been filled and may close at any time.*

Individuals required to register with Selective Service must show proof of registration as a condition of employment (pursuant to Section 2.2-2804, Code of Virginia.) The City requires pre-employment drug testing for all positions. Applicants selected for positions that require driving will be asked to provide a certified copy of their DMV driving record and must meet The City's driving eligibility requirements.

**The City of Charlottesville is an Equal Opportunity Employer and Values Diversity at All Levels of its Workforce.** Minority and disabled individuals are encouraged to apply. The City of Charlottesville will make reasonable accommodations for persons with disabilities.

**Virginia Values Veterans:** The City of Charlottesville is a Certified V3 Organization.

You will be asked to provide proof of identity and eligibility for work in the U.S. in accordance with the Immigration Reform and Control Act.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.charlottesville.gov/jobs>

Job #230100011  
BUDGET ANALYST OR SR. BUDGET ANALYST

For more information, please contact:  
City of Charlottesville  
Department of Human Resources  
P. O. Box 911  
605 East Main Street  
Charlottesville, VA 22902  
(434) 970-3490  
[hr@charlottesville.gov](mailto:hr@charlottesville.gov)

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