The City Beautiful

City of Coral Gables
Job Description

Job Title: Fiscal & Policy Analyst
Department: Finance
Classification: 0344
Pay grade: 33E
FLSA: Exempt

Prepared Date: 2/2014
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Patrick G. Salerno

Summary

Under the broad policy guidance of the Finance Director, oversees the fiscal policy and planning activities for the City.

The ideal candidate must be able to think strategically and exercise considerable initiative and independent judgment. Must also be a creative thinker, a visionary leader and a person who understands responsibility and accountability and the ability to positively influence City decision making and operations. The position requires strong technical and organizational development skills. This is a highly visible position which requires excellent oral and written communication, as well as presentation and management skills. Must be able to work successfully within, and potentially lead, an interdepartmental team and work successfully with other staff that may approach the same financial or policy issues with different priorities and perspectives. Excellent quantitative and analytic skills. Demonstrated skill/experience in developing strategies to affect public policy deliberation and decisions. An ability to analyze complex budget, tax and financial issues and explain those issues for broader audiences.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Oversees the fiscal policy and financial planning activities of the City.

Provides strategic analysis relating to the use of revenues, expenses, and debt from a long term perspective.

Prepares cost benefit analysis of proposed projects.

Develops and implements long range and annual action plans to meet the needs of the City.

Develops and manages the City-wide performance measurement program.

Analyzes legislation proffered at the county, state and federal levels for potential fiscal and organizational impacts upon the City and coordinates the City's responses to proposed legislation.

Prepares analytical and statistical studies for use by key decision makers.

Provides special research and analysis on items of interest to key decision makers.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of principles, practices, procedures and functions of public administration and local government. Knowledge of City-wide department policies and procedures, City rules, regulations, ordinances and labor contracts, budget management, labor relations, emergency management, and information systems. Comprehensive knowledge of laws, ordinances and regulations governing municipal financial administration and operations. Ability to think strategically and exercise considerable initiative and independent judgment. Ability to make decisions and initiate solutions to problems. Ability to conduct research, compiles and analyzes data, write reports, advise and direct management level employees. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public. Excellent verbal and written communication skills.

Knowledge of the principles and practices of budget formulation, strategic planning, evaluation and administration. Knowledge of fiscal and policy analysis principles and procedures. Knowledge of statistical analysis and quantitative analysis. Knowledge of governmental planning, budgetary and accounting systems. Knowledge of accounting policies and procedures. Knowledge of effective means of communication. Skills in the analysis of budgetary and management operations in the public sector. Ability to analyze and comprehend complex organizational and procedural problems and to make recommendations. Ability to prepare and interpret a variety of financial reports and statements. Ability to present ideas effectively. Knowledge of principles, practices and theory of management and program evaluation. Knowledge of econometric theory. Ability to prepare and analyze complex reports, financial statements and other budgetary information. Skilled in statistical analysis and econometric modeling. Knowledge of principles, practices and theories of program development and evaluation. Knowledge of revenue forecasting principles and practices. Skilled in identification of long term implications of financial issues. Knowledge of developing and analyzing public policies and monitoring fiscal impact.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, hands to fingers dexterity, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard or work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree in Finance, Business, Accounting, Statistics, Economics, Public Policy, Public Affairs, or related field. Master's and/or PhD degree strongly preferred.

Minimum of three (3) years' experience in fiscal policy or economic analysis at the local, state or federal government level and/or as an independent researcher or advocate.