

**BUDGET & MANAGEMENT SPECIAL ASSISTANT**  
**BUDGET & MANAGEMENT LEAD ANALYST**  
**Dept. of Administration – Budget and Management Division**

There is currently one vacancy that will be filled at the level of Budget and Management Special Assistant or Budget and Management Lead Analyst depending on the qualifications of the candidates and the needs of the Budget & Management Division. The eligibility lists resulting from these examinations may be used to fill similar City of Milwaukee positions.

**The Purpose** of these positions is the development of annual Executive Budget proposals for assigned city departments; management analysis; fiscal policy analysis; and operating budget administration. The primary distinction between the two positions is the level of supervision pertaining to review of work, the relative complexity of assigned departmental budgets and the capacity to initiate projects independent of supervisory direction.

**Essential Functions:**

- Lead the development of the annual Proposed Executive budget for assigned departments' operating and capital budgets, including recommendations for service levels, expenditures, funded position strength, performance measures, and funding strategies.
- Support strategic planning related to assigned departments, in order to establish meaningful and verifiable objectives. Use planning and trend information to help identify expenditure and service priorities.
- Perform analysis for the Accountability in Management (AIM) program for assigned departments. Update and revise department performance measures for annual Budget recommendations. Monitor and evaluate assigned departments' productivity and service quality.
- Conduct research pertaining to assigned departments that supports the improvement of service quality and operating productivity.
- Develop recommendations regarding requests to fill vacant positions; monitor operating budget results and identify potential problems; develop fiscal notes and operating projections for proposed legislation.
- Perform other related duties as assigned.

*Reasonable accommodations requested by qualified individuals with disabilities will be made in accordance with the Americans with Disabilities Act (ADA) of 1990.*

**MINIMUM REQUIREMENTS:**

**Budget and Management Special Assistant (008):**

1. Bachelor's Degree (Master's desirable) in Public Administration, Public Policy, Applied or Agricultural Economics, Urban Planning, Business Administration, or related field from an accredited college or university.
2. Three years of progressively responsible experience performing duties related to the position. Experience in local government budget analysis and/or in a Central Budget office with responsibility for an Executive Budget is desirable.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

**Budget and Management Analyst – Lead (006):**

1. Bachelor's Degree (Master's desirable) in Public Administration, Public Policy, Applied or Agricultural Economics, Urban Planning, Business Administration, or related field from an accredited college or university.
2. Two years of experience performing duties related to this position.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

**NOTE:** Equivalent combinations of training and experience may also be considered.

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Knowledge of the steps involved in developing an Executive Budget.
- Knowledge of fiscal policy analysis principles.

***Budget & Mgmt Spec Asst / Budget Mgmt Lead Analyst***

- Ability to administer an operating budget.
- Ability to analyze service results and estimate service costs;
- Ability to make effective and concise presentations of recommendations through written and oral communication;
- Ability to apply performance measures and program information to budget recommendations in a manner that relates City services to community needs;
- Ability to work productively with a diverse workforce and cooperate with city departments and external parties;
- Consistent self-starting attitude and perspective.
- Computer skills, including proficiency with Microsoft Word, Excel and PowerPoint.
- Analytical and problem-solving skills and ability to exercise sound judgment.
- Planning and organizing skills.

**THE CURRENT SALARY RANGE for:**

**Budget & Management Special Assistant (008)** is \$ \$57,028 to \$79,836, with excellent benefits.

**Budget & Management Analyst-Lead (006)** is \$50,206 to \$70,295, with excellent benefits.

**Recruitment is normally at the beginning rate, but employment above this rate may be considered.**

**THE SELECTION PROCESS** will be job related and will consist of one or more of the following: training and experience evaluation, written, oral or performance examinations or other assessment methods. The Department of Employee Relations reserves the right to call only the most qualified candidates to the oral or performance examinations. The oral examination may include a written exercise. Selection process component weights will be determined by further analysis of the job.

The examination will be held as soon as practical after **January 21, 2011**. Receipt of applications may be discontinued at any time after this date without prior notice. However, if a sufficient number of candidates are not available, recruitment will be continued until the needs of the City are met. Qualified applicants will be notified of the date, time and place of the examination.

**APPLICATIONS** and further information may be obtained in person or by mail from City of Milwaukee Department of Employee Relations, Room 706 City Hall, 200 E. Wells Street, Milwaukee, WI 53202, online at [www.milwaukee.gov/jobs](http://www.milwaukee.gov/jobs), or by calling (414) 286-3751.

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#10-175 (B&M Analyst- Lead)