

MAJOR FUNCTION

This is responsible professional and technical work involving analysis of the City's management and financial operations. An employee assigned to a position in this class works with independence, requiring the exercise of sound judgment and initiative. Work is performed under the general direction of the Manager-Budget & Policy and is reviewed through conferences, analysis of work and reports, and observation of results achieved.

ESSENTIAL AND OTHER IMPORTANT JOB DUTIES**Essential Duties**

Supervises the development and coordination of the City's annexation program, including economic analysis, development of urban service plans, neighborhood meetings, marketing, dissemination of related information, legal advertisement and ensuring compliance with Florida Statutes pertaining to annexation. Serves as liaison between the City and neighborhoods proposed for annexation. Serves as Budget and Policy's representative for citywide implementation of computer systems, office automation, master plan development and utility rate development. Assists in the development of utility rates and develops expenditure projections for utility enterprise operations. Assists in the development of a combined five to ten year utility forecast. Participates in the preparation, analysis, approval and implementation of various departmental budgets. Participates in conferences and hearings regarding budgetary requirements of the City. Participates in the analysis of agency operations to determine conformance with approved budget and assists departmental personnel in the maintenance of proper appropriations and allotment accounts. Performs management analysis studies and confers with all levels of City government to ascertain needs and recommend appropriate solutions. Supervises and assists in conducting and analyzing various special projects as assigned. Performs related work as required.

Other Important Duties

Coordinates and implements special projects as assigned. Performs related work as required.

DESIRABLE QUALIFICATIONS**Knowledge, Abilities and Skills**

Knowledge of mathematical concepts, research methodologies, accounting principles, public administration and organization, economics, business principles, land designations, tax identification structure, governmental operations and budget preparation. Ability to conduct research, perform various economic and statistical analyses, organize and present clear and concise oral and written reports, and operate a microcomputer. Ability to communicate effectively, written and oral, and to maintain effective working relationships as necessitated by the work. Ability to interpret organizational problems and to recommend appropriate solutions. Skill in the use of microcomputers and the associated programs and applications necessary for successful job performance.

Minimum Training and Experience

Possession of a bachelor's degree in business or public administration or a related field and five years of professional experience in accounting, finance, planning or budget analysis; or an equivalent combination of training and experience.

Necessary Special Requirement

At the department director's discretion, a valid Class E State driver's license may be required at the time of appointment for any designated positions allocated to this class.

Established: 02-16-90
Revised: 04-21-94
12-09-03*
09-15-09*
01-07-10