

# BUDGET & MANAGEMENT ANALYST – LEAD

## City of Milwaukee Budget Office

*The City of Milwaukee Budget and Management Division serves as the executive budget office for the Mayor. In addition, the office provides policy analysis and makes recommendations to the Common Council and its Finance and Personnel Committee. In its combined role as developer of the city budget and policy analyst, the Budget Office works to ensure the efficient and effective delivery of essential services while providing for the fiscal security of the city. The office strives to achieve this goal by linking budget planning with the city's strategic plan. The office's main responsibilities are strategic and fiscal planning, operating and capital budget preparation analysis and implementation, and program assessment and evaluation.*

**PURPOSE:** Duties involve analysis of City departments' annual budgets, fiscal and policy studies, management productivity studies, and budget administration.

### **ESSENTIAL FUNCTIONS:**

- Independently review, investigate, and make recommendations on budget, program, and policy proposals by City departments
- Perform fiscal studies of public policy program effectiveness and productivity
- Evaluate City operations, programs, and policies
- Prepare and present oral and written communications on these analyses to the Mayor, Common Council, and other public officials

### **Knowledge, Skills & Abilities:**

- Demonstrated policy and fiscal analysis skills
- Effective written and oral communication skills
- Proficiency with the use of computers for analytic and narrative work products
- Knowledge of statistics
- Ability to work cooperatively with team members, departments and City officials

### **THE REQUIREMENTS:**

1. Bachelor's Degree (Master's desirable) in Public Policy, Public Administration, Applied Economics, Urban Planning or related field from an accredited college or university.
2. Experience or internship performing duties similar to the above is preferred.  
*Equivalent combinations of education and experience may be considered.*
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

**THE CURRENT SALARY RANGE (006) IS:** \$47,264 to \$66,176 annually.