

FISCAL PLANNING SPECIALIST

(Budget and Management Division)

The City of Milwaukee Budget and Management Division serves as the executive budget office for the Mayor. In addition, the Division provides policy analysis and makes recommendations to the Common Council and its Finance and Personnel Committee. The Division also plays a lead role in the analysis of service quality and productivity through the Accountability in Management program. The Division works with all City departments on budget and fiscal policy. The Division's main responsibilities are strategic and fiscal planning, operating and capital budget development, management analysis and program evaluation.

THE PURPOSE of this position is to analyze the City of Milwaukee's fiscal and community conditions and respond with appropriate policy and budget proposals. The Fiscal Planning Specialist provides analysis of and recommendations on financial impacts relating to the City of Milwaukee Strategic Plan.

ESSENTIAL FUNCTIONS:

- Improve the management of City services by ensuring that the Mayor, Common Council, Budget and Management Director and City managers understand the cost of services, the relationships between expenditure levels and service levels, and the opportunities (and related challenges) to improve productivity and service quality.
- Take responsibility for assigned departments and issues in the Accountability in Management (AIM) process and focus that process on the effective management of city services by reporting on productivity, service quality and results.
- Improve City operations by monitoring and projecting City-wide operational expenditures on a quarterly and year-end basis and by recommending strategies to control the need for Contingent Fund appropriations or Contingent borrowing.
- Conduct research and analyses on issues that affect service capacity, quality and productivity.
- Perform budget analysis and strategic planning responsibilities for assigned departments and issues, including development of proposed budgets that meet expenditure targets for assigned departments. Recommendations should demonstrate an understanding of the assigned department's services and how they relate to the needs of the community.
- Work with the City's Strategic Planning Team to determine long-term planning goals and strategies for the City and with other departments to coordinate their fiscal requests and budgetary recommendations with the City's long-term goals and strategies.
- Analyze how changes in the assigned department's budget and personnel affect service levels and reflect these changes by developing pertinent performance measures.
- Prepare and present oral and written communications to the Mayor, Common Council and other public officials.
- Perform other related duties as assigned.

THE REQUIREMENTS:

1. At least two years of professional experience at an intermediate level in local government budget analysis. Experience in a central Budget Office in developing an executive budget is highly desirable.
2. Bachelor's Degree (Master's desirable) in Public Policy, Public Administration, Applied or Agricultural Economics, Urban Planning or related field from an accredited college or university.
Equivalent combinations of education and experience may be considered.
3. Residence in the City of Milwaukee within six months of appointment and throughout employment.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Demonstrated capacity to initiate and complete projects
- Ability to combine practical understanding of City fiscal and budget challenges with the belief that quality improvement is possible
- Ability to integrate strategic planning, performance measures and budgets
- Ability to make financial and budget projections
- Ability to present effective oral and written communications in a concise and clear manner, making skillful reference to data
- Ability to work cooperatively with team members, departments and City officials
- Proficiency with Microsoft Word, Excel, and PowerPoint. Ability to perform database queries is highly desirable
- Knowledge of and the ability to apply statistical techniques to data

THE CURRENT SALARY GRADE (008) is: \$57,028 to \$79,836 annually with excellent benefits.