

## **SENIOR BUDGET ANALYST**

Code No.: 3-01-054  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a staff position responsible for the development of an annual budget for an agency or department and the conduct of financial analysis of programs and long-range projections by management. Duties involve serving as a liaison between operational and various administrative and managerial staff. This position differs from Budget Analyst by virtue of performing more complex duties such as developing an entire budget for a department or agency, developing financial proposals, and similar work. The employee reports directly to, and works under the general supervision of a budget or finance director or other higher level staff member. General supervision may be exercised over a technical and clerical staff such as Budget Analysts. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Directs and coordinates development and presentation of an annual budget;

Develops financial proposals;

Analyzes projections of future development for impact on planned expenditures;

Develops budget models for long-term projects;

Consults with management to resolve problems relating to the budget;

Makes recommendations for establishment of priorities within the budget;

Notifies affected staff of rejected budget items;

Prepares narrative and tabular or statistical reports;

Incorporates suggestions and recommendations into budget plans;

Confers with management on policy decisions on the function of a department or agency;

Directs the handling of budget appropriation transfers;

Attends conferences and meetings for the review of suggestions, dissemination of information, and other procedural details;

Gathers and reviews data for special analyses and studies.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of the principles and techniques of budget preparation and administration; good knowledge of the theories of financial planning; good knowledge of local government or agency organization and function; good knowledge of office practices and procedures; good knowledge of mathematics and English usage; working knowledge of basic research techniques; ability to formulate a departmental or agency budget; ability to develop projections of future expense; ability to communicate orally and in writing; ability to analyze the impact of expenditures on a budget; ability to establish and maintain effective working relationships; ability to direct and supervise the work of others; ability to write narrative reports and

develop statistical reports; ability to conduct research; ability to analyze data; ability to make recommendations and develop proposals; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma, plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Business Administration, Public Administration, Economics, Finance or a closely related field plus two (2) years paid full-time or its part-time equivalent professional\* experience in budget preparation, budget analysis, financial planning, or financial analysis for a public or private agency; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in one of the fields mentioned in (A) above plus three (3) years paid full-time or its part-time equivalent professional\* experience in budget preparation, budget analysis, financial planning, or financial analysis for a public or private agency; OR,
- (C) An equivalent combination of education and experience as defined by the limits of (A) and (B) above.

\*Professional experience, for the purposes of these minimum qualifications, does not include secretarial, clerical or other similar work.

**SPECIAL REQUIREMENTS:** If you are appointed, you will be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the job.

**ADOPTED:** April 11, 1974  
**REVISED:** September 24, 1976  
**REVISED:** September 7, 2017