

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



Recruitment Announcement # 2020-FN6

POSITION TITLE	Budget Analyst	SALARY RANGE:	\$21.544-32.316 (12)
DEPARTMENT	Finance	FLSA/UNION STATUS:	Non Exempt/Nonunion
PERIOD TO APPLY:	8/14/2019-8/23/2019	POSITION STATUS:	Classified/Full-Time
SUPERVISOR:	Bradley Fluetsch	LOCATION:	Budget

GENERAL PURPOSE

Performs a variety of administrative and professional duties with City departments/divisions related to developing and analyzing budget requests; producing forecasts and projections; preparing illustrations of economic and statistical data for various budget documents; analyzing economic trends; and performing special assignments pertaining to proposed legislation.

SUPERVISION RECEIVED

Works under the very general supervision of an assigned supervisor.

SUPERVISION EXERCISED

None.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties that may be found in a position of this class).

Budget Maintains current and accurate records of budget requests and adjustments; analyzes complex budget requests submitted by City Departments; confers with department/division heads pertaining to the development of budget requests and relative to program needs; prepares budgetary information, tables, charts, and graphs to illustrate economic and statistical data for inclusion in budget and financial reports, budget document publications, and forecast model; applies revenue and expenditure methodologies to produce forecasts and projections.

Assists in quarterly and fiscal year review and close out procedures; analyzes prior year encumbrances; prepares ad hoc/special reports with graphs, tables, and other illustrative representations; performs special assignments pertaining to proposed legislation.

Evaluates routine department requests including travel and budget adjustments; performs tasks necessary to the daily operation of the office.

Responsible for the citywide personnel services budget; analyzes and prepares reports forecasting salaries and benefits for union contracts; analyzes complex personnel budget requests submitted by City Departments; confers with department/division directors pertaining to the development of personnel budget requests in relation to program needs; recommends changes based on analysis of workload, output, performance, mission, and organizational priority of programs and policies.

Police Performs a variety of administrative tasks related to budget, fiscal control, and personnel administration of the Police Department—including, formulation, analysis, review, and recommendation of Police Department budget; prepares, evaluates, monitors, and reconciles accounts—including personnel services, operating and capital outlay, purchases, and special funds on a daily, monthly, quarterly, and annual basis; reviews policy proposals and budgetary requests; recommends changes based on analysis of workload, output, performance, mission, and organizational priority of programs and policies; develops and conducts training programs on budgetary issues for the Police Department.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a Bachelor's degree in business, public administration, finance, economics, accounting, or other related field; **AND**

Two (2) years experience in budget administration; **OR**

An equivalent combination of education and experience substituting each one (1) year of experience for 30 semester hours of education.

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KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of: advanced budget theory, principles, and practices and their application to a variety of budgeting transactions and/or problems; governmental accounting and budgeting laws, regulations, and manuals; modern accounting systems, procedures, and their uses; and modern office terminology and equipment.

Ability to: accurately analyze, evaluate, summarize, and compile budgetary, accounting, and financial data; develop pertinent budgetary and related data in the preparation of reports and statements; comprehend accounting language and documents; operate effectively under tight deadlines; and exercise insight, judgment, experience, initiative, and creativity in analyzing organizational problems.

Skill in: effective communication; and interpersonal relations.

SPECIAL QUALIFICATIONS:

For assignment in Police: Must be willing to submit to and pass background investigation.

WORK ENVIRONMENT:

Work is performed in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities not generally involving muscular strain. Periodic walking, standing, stooping, bending, sitting, and reaching are required in the normal course of essential job duty performance. Speaking, hearing, and seeing are essential to the effective performance of position tasks. Common eye, hand, and finger dexterity are required for most essential functions. Mental application includes memory utilization, emotional stability, discriminating thinking, and creative problem solving. Periodic travel may be required. Some irregular working hours may be necessary due to deadlines and scheduled meetings.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.

TO APPLY: Resumes will not be accepted in lieu of the city application form. Submit City of Santa Fe Application by one of the following methods: Fill out application at Human Resources Department, City Hall, 200 Lincoln Avenue, Santa Fe, NM; mail application to P.O. Box 909, Santa Fe, New Mexico 87504-0909; or fax application to (505) 955-6810. Applications may be downloaded from our website: www.santafenm.gov; or apply online at www.santafenm.gov. Applications become public record upon receipt and may be made available for public inspection upon request.

When required of the position, attach a copy of certification(s) or license(s). Copies of high school diploma/GED & college degree must be provided at time of interview. Pre-placement physical exams are required for some positions. **Incomplete applications may delay or exclude consideration of your application.**