



EXECUTIVE BUDGET ANALYST

Department: Executive
Job Class #: 165700
Pay Range: Executive 05

FLSA: Exempt
Represented: No

Classification descriptions are intended to present a descriptive list of the range of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

GENERAL FUNCTION: The Executive Budget Analyst advises the Executive on policy and budget issues. This position is responsible for managing Executive Office budget preparation, supporting overall budget development, and monitoring budget and program performance.

Additionally, the incumbent serves as an Executive liaison with policy and budget related entities not subject to Executive supervision (Auditor, Assessor-Treasurer, Department of Health, and other assigned entities).

This position is appointed by and serves at the pleasure of the Executive. Council confirmation is not required.

ESSENTIAL FUNCTIONS:

- Advise the Executive on policy and budget issues.
- Manage Executive Office budget preparation and support overall budget development.
- Monitor program performance and recommend structural and operational improvements.
- Serve as Executive liaison to the Auditor, Assessor-Treasurer, Department of Health, and other assigned entities.
- Keep the Executive and/or Chief Operating Officer apprised of, and appropriately involved in, significant actions undertaken on the Executive's behalf. This includes informing the Executive and/or Chief Operating Officer of initiatives under consideration and receiving authorization prior to proceeding with development and implementation.
- Conform to the County Charter, Code, Finance Policy and Procedures Manual, Human Resources policies and applicable portions of the Administrative Guidelines for Career Service, and Information Technology Policies and Procedures.

OTHER JOB FUNCTIONS:

Perform other job functions as assigned.

SUPERVISION RECEIVED AND EXERCISED: Works under the general direction of and is responsible to the Chief Operating Officer (COO). Assists the COO in the development and implementation of policy, procedures, and programs for the County.

WORK ENVIRONMENT: The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of the position. Work is performed in an office environment and at various field offices. May be required to work at a desk or other work station for prolonged periods; constant attention to detail is required. Ability to concentrate with frequent interruptions and general office noise is required.

PHYSICAL REQUIREMENTS: The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions. Physical demands include the ability to alternate between sitting and standing for extended periods of time (up to 8 hours); see, listen and speak for extended periods of time; and frequent walking. Other physical and mental demands include

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occasional balancing, stooping, kneeling, crawling, climbing stairs, pushing, pulling and lifting. Incumbents in this position must be able to reason, analyze and communicate effectively, both verbally and in writing. Driving to various locations is required.

KNOWLEDGE, SKILLS, AND ABILITIES:

Possesses the knowledge, skills and abilities to successfully perform the essential functions of the position. Communicate effectively in order to provide regular updates and recommendations to the Executive and/or Deputy Executive/Chief Operating Officer (COO) and as requested communicate both verbally and in writing with other County employees, the community, and other programs, municipalities, and agencies.

MINIMUM REQUIREMENTS TO APPLY:

Bachelor's degree required; advanced degree preferred. Additional credentialing and experience in related field(s) considered.

SPECIAL REQUIREMENTS AND/OR QUALIFICATIONS: A valid Washington State driver's license or ability to otherwise meet the travel requirements of the position is required. Ability to successfully complete a Pierce County background investigation prior to employment is required.