Title of Position: Council, Senior Budget Analyst  
Supervisor’s Title: Chief of Staff  
Pay Grade: Council Grade 28  
Exemption Status: Exempt  
Positions Supervised: None  
Creation/Revision Date: 12/21/2020  
Job Code: 169600  

PURPOSE OF POSITION: The Senior Budget Analyst coordinates the development of the biennial and supplemental budget processes, develops budget adjustments, fiscal notes and grants, monitors economic conditions, and reviews budget expenditures. The Senior Budget Analyst has administrative oversight of budget operations, including procurement, contracting and compliance. This position analyzes changing fiscal and economic conditions to advise the Council and Councilmembers on how to achieve their budgetary policy goals.  

ESSENTIAL FUNCTIONS/RESPONSIBILITIES/DUTIES:  
1. Consults with Councilmembers to draft the proposed Biennial and Supplemental Budgets.  
2. Researches and analyzes complex issues that impact the Council’s budgetary process.  
3. Analyzes, interprets, and summarizes complex reports, data, policies, and statutory requirements.  
4. Evaluates the fiscal and economic impacts associated with legislative proposals and Council initiatives that may be technical in nature.  
5. Prepares reports and presents findings at public council meetings.  
6. Represents the Council, Council Committee, or Councilmember at designated meetings.  
7. Acts as liaison to various entities within Pierce County government.  
8. Monitors the legislative activities of the State and Federal Government to determine fiscal and budgetary impact.  
9. Develop and monitor the Council Office budget  
10. Monitor overall fiscal and budgetary procedures for compliance  
11. Develop fiscal notes for every legislation and policy  
12. Analyze progress on budget and adherence to budget provisors  
13. Ensure actions of Council are being carried out effectively within applicable budget and fiscal constraints  
14. Analyze effectiveness of resources being utilized in Executive branch  
15. Performs other duties as assigned.  

QUALIFICATIONS:  

Required Experience:  
• Seven years of experience in the public sector working in public policy development and analysis; including research of policy, legislation, or strategic planning and implementation.
Two years of direct experience with elected officials and/or committees.

**Required Education:**
- Bachelor’s Degree in Public Policy, Accounting, Economics, or a related.
- J.D., Ph. D., or Master’s Degree in Public Administration or Finance preferred.

**Professional Licenses/Certificates/Registration:** None

**Knowledge and Skills:**
- Deep understanding of municipal finance, economics, and governmental accounting.
- Deep understanding of the legislative process, procedures, and parliamentary rules.
- Excellent critical thinking and analytical skills to evaluate the economic impacts of legislative actions.
- Excellent communication skills to explain complex financial information in an easy to understand, professional manner.
- Excellent public speaking and presentation skills.
- Excellent mediation and negotiation skills to facilitate meetings and discussions.
- Establishes and maintains strong working relationships with elected officials, Council staff, County departments, and the general public.
- Excellent time management and organizational skills to prioritize work and meet deadlines with minimal supervision.
- Proficiency with a variety of computer programs including ArcGIS, Microsoft Outlook, Word, Excel, and PowerPoint.
- Understanding of local politics and political issues preferred.

**WORKING CONDITIONS AND PHYSICAL DEMANDS:**
- Work is performed in a typical office environment, requiring consistent operation of a telephone, computer, and other office equipment.
- This position requires sitting for long periods of time and walking and/or standing is only required occasionally.
- Physical requirements for this position include hearing, seeing, speaking, reaching, grasping, and repetitive motions.
- This position requires exerting up to 10 pounds of force occasionally to lift, carry, or move objects.
- May be required to travel to alternate work locations.
- May work flexible hours including evenings and weekends.

“This job description is a summary rather than a detailed list of the duties performed. The essential functions, knowledge, skills, abilities, and working conditions may change along with business needs. This job description does not constitute a contract between employer and employee. Office of the Pierce County Council provides reasonable accommodations to assist qualified individuals in order to perform the essential functions their job requires.”