

BUDGET AND MANAGEMENT ANALYST OFFICE OF MANAGEMENT AND BUDGET BROWARD COUNTY FLORIDA

An Equal Opportunity Employer

BUDGET AND MANAGEMENT ANALYST POSITION

Budget and Management analysts serve as fiscal and management consultants to agencies and as staff advisors to the County Administrator's Office. Each analyst is assigned a number of County agencies and/or capital programs. Each analyst is responsible for coordinating and developing recommendations on resource allocation activities and issues relating to their agencies throughout the year. Analyst recommendations are utilized to develop the \$3 billion annual County budget. In addition to development and administration of operating and capital budgets, analysts work on special projects. Examples of these projects include:

- developing funding plans for capital improvement programs;
- working with County agencies to develop funding plans for service enhancements and/or service reductions;
- preparing reports for the County Administrator and County Commission;
- conducting fee studies and developing fee recommendations;
- assessing the fiscal impact of County initiatives and ordinances and pending State and Federal legislation;
- analyzing agency processes to identify opportunities to streamline and increase productivity;
- facilitating agency teams to develop or improve performance measures.

CAREER PROGRESSION

As management and analytical skills grow, Budget and Management Analysts are eligible for promotion to Associate Analyst, Senior Analyst and Principal Analyst positions. Former Analysts also hold Program Manager, Assistant Director and the Director positions in the Office of Management and Budget.

Visit our web site at
<http://www.broward.org/budget/welcome.htm>

SALARY AND BENEFITS

The salary range for the Budget and Management Analyst position is \$41,000 - \$66,000. Candidates with a Masters Degree and at least 1 year of professional work experience typically start at \$47,250. The County's benefit package includes:

- employer-funded health insurance for employee (depending on the choice of plan) and employer-funded subsidy for family coverage;
- three weeks of vacation/administrative leave;
- nine paid holidays and two personal days annually;
- employer-funded retirement program with no employee contribution;
- no state or local income taxes;
- insurance benefits for Registered Domestic Partners;

QUALIFICATIONS

Candidates for Budget and Management Analyst should possess the following:

- Master's Degree in Public or Business Administration or related field;
- At least 1 year of professional work experience;
- working knowledge of local government budgeting;
- highly developed analytical, creative thinking, interpersonal and communication skills.
- passion for analyzing data and developing solutions to complex problems.

TO APPLY FOR BUDGET AND MANAGEMENT ANALYST

Please send a resume and both undergraduate and graduate transcripts (unofficial transcripts and/or copies of transcripts are acceptable) by October 20th to:

Office of Management and Budget
Marci Gelman, Assistant Director

mgelman@broward.org

115 South Andrews Avenue, Room 404
Fort Lauderdale, Florida 33301

Phone: 954-357-6354 – Fax 954-357-6364

**ABOUT THE OFFICE
OF MANAGEMENT
AND BUDGET**

The Office of Management and Budget (OMB) reports directly to the Office of the County Administrator. OMB staff members serve as advisors to County Administration and as fiscal and management consultants to County agencies. In addition to traditional budget development and administration responsibilities, OMB staff provides management consulting services to County agencies upon request. These services include fee studies, program evaluations, process improvement studies, operation reviews, benchmarking and performance measurement training and coaching.

Office of Management and Budget staff members take pride in the Office's professional atmosphere and community service activities.



ABOUT BROWARD COUNTY

Broward County is located on the Atlantic coast in southeast Florida, with Miami-Dade County to the south and Palm Beach County to the north. Broward is the 15th largest county in the U.S. encompassing 31 separate municipalities, the largest of which are the cities of Fort Lauderdale and Hollywood. The County is governed by a nine-member Board of County Commissioners, which is elected from single-member districts. A highly urban area, Broward County has experienced explosive growth in people and development since 1970. This growth has resulted in an ethnically diverse population that is currently more than 1.7 million.

With 23 miles of beaches and an average January temperature of 70 degrees, residents enjoy a vacation atmosphere every day. The Greater Fort Lauderdale area beaches have received the Blue Wave Beach certification from the Clean Beaches Council and a spot in the Top Five North American Wreck Diving destinations by Rodale's Scuba Diving Magazine.

The County has also received national awards for our Parks and Library systems. South Florida is home to many professional sport teams including basketball, baseball, football and hockey. There are also venues for many other sports including professional golf, greyhound racing, and even rodeos. There are abundant opportunities for continuing education in South Florida, including Florida Atlantic, Florida International and Nova Southeastern Universities, the University of Miami, Barry University and Lynn University.

Cultural opportunities, including performing arts, museums, and ethnic and music festivals are abundant. The Office of Management and Budget is located in the heart of downtown Fort Lauderdale within walking distance of the Broward Center for the Performing Arts, the Museums of Art and Science and Discovery, highly acclaimed restaurants and other entertainment opportunities including a "Riverwalk" along the New River which flows through downtown.