Fiscal & Policy Analyst

SALARY: $37.87 - $56.82 Hourly
$79,072.56 - $118,640.16 Annually

LOCATION: City Hall, 600 4th Ave., Seattle, Washington

JOB TYPE: Civil Service Exempt, Regular, Full-time

SHIFT: Day

DEPARTMENT: City Budget Office

BARGAINING UNIT: Not represented

CLOSING DATE: 04/28/15 04:00 PM Pacific Time

POSITION DESCRIPTION:
The City Budget Office is seeking a qualified Fiscal & Policy Analysts to join our team. The City Budget Office is responsible for developing and monitoring the City's annual budget, carrying out budget related functions, and overseeing the fiscal policy and financial planning activities. The City Budget Office also provides strategic analysis and works closely with departments and the Office of Policy and Innovation to develop key policy and planning initiatives for the Mayor’s Office. We are seeking applicants who can apply their skills to variety of fiscal and policy issues as budget office assignments shift over time.

JOB RESPONSIBILITIES:
- Review operating and capital budget submittals, analyze key financial, policy and program options.
- Assess potential financial, operational, and policy implications of proposed initiatives.
- Present key issues to the director of the City Budget Office and key staff of the Mayor’s Office.
- Develop final operating and capital budgets for assigned departments.
- Monitor departmental spending and performance, including evaluating supplemental budget requests.
- Prepare and review fiscal notes and cost benefit analysis of proposed projects.
- Coordinate with internal staff on overlapping departmental issues.
- One specific assignment currently available involves:
  - Financial modeling of select revenue and expenditure streams;
  - Complex quantitative financial analysis on special projects; and
  - Econometric analytical support to Fiscal Management team.

What do you Need?
You must have:
- Strong analytical and interpersonal skills
- Excellent oral and written communication
- Good judgment
- A strong working knowledge of Microsoft Office & Excel

You must be able to:
- Positively influence City decision making and operations
- Produce high quality work within unusually demanding deadlines, especially during the summer budget period
- Work successfully within, and potentially lead, an interdepartmental team
- Work successfully with other staff that may approach the same financial or policy issues with different priorities and perspectives
QUALIFICATIONS:
In addition to the qualities mentioned above, you will need to possess the below qualifications (or a combination of education, training or experience which provides an equivalent background required to perform the work of the class):

- A Master's degree in Economics, Finance, Math, Political Science, Public Administration or related field
- 1 year of work experience

OR

- A Bachelor's degree in Economics, Finance, Math, Political Science, Public Administration or related field
- 3 years of relevant work experience (including policy, financial, or economic analysis, or a similar subject area, public administration, or other work directly related to budgeting or public policy)

ADDITIONAL INFORMATION:
This position is classified as a Strategic Advisor 2, Exempt position.

APPLICATION PROCESS
Please submit your application, cover letter and resume at www.seattle.gov/jobs. The City of Seattle values diverse perspectives and life experiences; people of color, women, LGBTQ, people with disabilities, and veterans are encouraged to apply. If you have questions please contact Lindsey King at lindsey.king@seattle.gov

APPLICATIONS MAY BE FILED ONLINE AT:
Job #2015-00530

If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:
Seattle Municipal Tower
700 5th Avenue, Suite 5400
Seattle, WA 98104
206-684-8088
Careers@seattle.gov

The City of Seattle is an Equal Opportunity Employer that is committed to diversity in the workplace. Accommodations for people with disabilities are provided on request. The City is a Drug Free Workplace.