

SNOHOMISH COUNTY JOB DESCRIPTION

FISCAL RESOURCES ANALYST, SENIOR – PUBLIC WORKS

Spec No. 2086

BASIC FUNCTION

To serve as lead for the Public Works Fiscal Analysis Section while assisting Public Works divisions regarding: budget development and administration; fund fiscal health; fiscal and capital analysis/forecasting; annual and long range plans; management information; legislative fiscal impact; rates for services; and organizational, management, and operational studies.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Develops and analyzes computerized fiscal forecasting models and programs; collects data and conducts statistical/fiscal analysis; develops and maintains fiscal impact models for program revenue and expenditure analysis and long range financial programming; develops and presents annual and long-range fiscal, operational and organizational information to staff, labor groups, elected officials, the public and media representatives.
2. Completes cost/benefit analyses and/or special projects as assigned including projects originating and impacting all Public Works divisions including, but not limited to, Solid Waste and Surface Water Management and County Roads.
3. Monitors the fiscal health of applicable funds through analysis of revenues, expenditures, cash position, and fund balance; assists accounting with cash flow projections by providing input as required; interprets accounting information and correlates with appropriate budgets, plans, and programs.
4. Assigns and reviews the work of subordinate level employees as required; advises, assists and trains subordinates as necessary.
5. Trains or provides for the training of the Fiscal Resources Analysts and Rate Analyst; responds to employee questions on fiscal policies and procedures.
6. Advises and assists Public Works divisions with budget development and administration and related questions, problems, and procedures.
7. Determines the fiscal impact of all ordinances, contracts, and budget modifications and develops findings, conclusions, and recommendations as appropriate.
8. Develops and recommends rates for Public Works services; determines rate objectives; reviews revenue requirements, operating costs, and capital acquisition plans; develops rate amount and timing options.
9. Advises and assists Public Works divisions with annual and long range construction, management and fiscal plans.
10. Coordinates and/or prepares organizational, managerial, and operational reports as required.

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STATEMENT OF ESSENTIAL JOB DUTIES (Continued)

11. Analyzes legislative fiscal impacts as required.
12. Monitors division goals, objectives, and fiscal performance measures.

STATEMENT OF OTHER JOB DUTIES

13. Completes cost/benefit analyses and/or special projects as assigned.
14. Performs related duties as required.

MINIMUM QUALIFICATIONS

A Bachelor's degree in public or business administration, accounting, economics or political science; AND, five (5) years professional level experience involving fiscal, managerial, and/or analytical work, which includes two (2) years of lead or supervisory experience; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. Must pass job related tests.

SPECIAL REQUIREMENTS

A valid Washington State Drivers License is required for employment.

KNOWLEDGE AND ABILITIES

Knowledge of:

- the practices, methods, and procedures of business or public budgeting, fiscal management, and administration
- revenue, expenditure, and cash forecasting methods and models
- organizational theories and practices
- statistical theories and practices
- research methods and techniques
- program budgeting and financial management concepts and principles
- accounting principles and practices

Ability to:

- establish and maintain effective work relationships with elected officials, department heads, Executive and Council staff, department management, division heads, project managers, associates, subordinates, and with the general public;
- work independently with a minimum of supervision;
- plan and manage complex projects
- plan and organize work, meet deadlines, and manage several projects simultaneously

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KNOWLEDGE AND ABILITIES (Continued)

- evaluate and interpret complex financial data
- exercise initiative and judgment and make decisions within the scope of assigned authority
- develop program plans and evaluate work accomplishment
- operate personal computers and applied software packages including strong personal computer skills in the areas of spreadsheets, word processing, database and graphics
- organize facts and present findings, conclusions, and recommendations in a clear, concise, and logical manner
- assess the relative advantages and disadvantages of alternative courses of action
- communicate effectively with exceptional oral and written communication skills
- prepare clear and concise written reports
- relate to, communicate effectively with, and gain the cooperation of people of all ages and from a variety of cultural, economic, and ethnic backgrounds

SUPERVISION

The employee reports to the Accounting & Financial Services Manager. The work is performed with a high degree of independence and is reviewed through conferences, periodic status reports and results obtained. The employee acts as team leader for the fiscal resource analysts and rate analysts.

WORKING CONDITIONS

The majority of the work is performed in the usual office environment with field trips to work sites throughout Snohomish County. Some out-of-county travel may be required.

The employee may be required to work evenings, weekends, and holidays as necessary.

Snohomish County is an Equal Employment Opportunity (EEO) employer.
Accommodations for individuals with disabilities are provided upon request.

[EEO policy and ADA notice](#)

Class Established: August 1995 as Fiscal Resources Analyst, Senior
Previous Spec No. 311228
Revised and Retitled: December 2012
EEO Category: 2 – Professionals
Pay Grade: 244 – Classified Pay Plan
Workers Comp: 5306 Non-Hazardous