

SNOHOMISH COUNTY JOB DESCRIPTION
LEGISLATIVE ANALYST - FINANCIAL CONSULTANT

Spec No. 2326

BASIC FUNCTION

To provide budgetary and financial support services to the County Council.

STATEMENT OF ESSENTIAL JOB DUTIES

1. Works with the council's legislative analysts to provide review and analysis of financial policies and proposals recommended by executive departments; assures that departmental financial activities, budget and strategies are within financial and legal parameters; that key department financial issues are managed and understood, and strategies for long term fiscal solvency are integrated into annual budget plans.
2. Provides in-depth analyses of complex financial issues including financing of capital projects and rate models; provides concise written or verbal reports on issues, alternative solutions, cost benefit analyses, and recommends solutions.
3. Reviews and makes recommendations on budget transfers and revisions, supplemental and emergency appropriations requests.
4. Advises councilmembers and staff on strategic financial issues; assists in developing budget proposals that support county goals; recommends courses of action as needed.
5. Provides business and financial consulting assistance to councilmembers and legislative analysts on budget, accounting, financing and risk management issues.
6. Anticipates, identifies, and quantifies critical financial issues confronting departments; monitors resolution of short term issues; participates in development of solutions to long term issues; works closely with department, executive office and council staff on policy issue resolution.
7. Develops and prepares financial models for revenue, expense and fund balance trends, cost benefit analyses, and projections; analyzes and reviews county-wide internal service fund rates.
8. Participates with and/or leads project teams including staff from council and executive departments to develop policies and procedures related to county fiscal procedures.
9. Attends public hearings and council committee meetings to provide briefings and staff support to councilmembers on financial issues.

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MINIMUM QUALIFICATIONS

A Bachelor's degree in accounting, finance, or business administration, economics or a closely related field; AND, six (6) years of experience in budgetary, accounting, or financial analysis; OR, any equivalent combination of training and/or experience that provides the required knowledge and abilities. CPA/MBA/CMA is preferred. Exceptional oral and written communication skills, strong personal computer skills in the areas of spreadsheets, word processing, data base and graphics. Must pass job related tests.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Washington State Budgeting, Accounting and Reporting System
- the principles and practices of budgeting and financial management as applied to public jurisdictions
- high level understanding and knowledge of all major County initiatives
- governmental Generally Accepted Accounting Principles
- capital and operating budget procedures
- federal, state and local laws, rules and regulations governing public sector budget preparation and the administration with particular emphasis on the State of Washington B.A.R.S. Act;
- personal computer systems

Ability to:

- interpret administrative directives and use initiative and sound judgment in applying same to work situation
- establish and maintain effective work relationships with elected officials, department heads, associates, and with the general public
- understand global issues affecting major county
- budget elements and the economic climate that will affect budget decisions
- gather, analyze, synthesize and evaluate a variety of data including statistical data
- assess the potential impact of social and economic trends on county programs
- assess and effectively present the relative advantages and disadvantages of alternative courses of action
- analyze and effectively present revenue and expenditure data and take effective action to resolve problems
- analyze and effectively present and evaluate the economic, political and social impact and consequences of administrative policies and actions
- effectively lead the work of employees and lead teams
- communicate clearly and effectively, both orally and in writing

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KNOWLEDGE AND ABILITIES (Continued)

- demonstrate a strong customer service ethic
- be an effective member or leader of a team leader

SUPERVISION

The work is performed with considerable independence. Limited supervision is received from the chief of staff; employees in this class must also respond to directions received from councilmembers

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: May 2008
EEO Category: 2 - Professionals
Pay Grade: 111 – Management Exempt Pay Plan
Workers Comp: 5306 Non-Hazardous

Movement to Legislative Analyst -Financial Consultant Senior is at the sole discretion of the County Council.