

**INGHAM COUNTY  
JOB DESCRIPTION**

**ADMINISTRATIVE ANALYST**

**General Summary:**

Under the supervision of the Budget Director, assists with the coordination, preparation and administration of the annual budget. Analyzes budget proposals and policies, assists departments with budget guidelines, and carries out special projects, including surveys, evaluations, planning, and statistical analysis. Provides technical assistance to departments with regard to budget problems and projects and grant applications.

**Essential Functions:**

1. Assists in budget preparation, include reviewing and analyzing historical budget information, analyzing budget proposals and assisting assigned departments with the budget process. Assist the Budget Director in collecting, assembling and analyzing data needed for budget preparation.
2. Balances and monitor the budget status report on a monthly basis for assigned departments. Reviews internally generated reports for accuracy and problems and troubleshoots differences.
3. Estimates costs, benefits and feasibility of proposed policies and programs. Assists departments and the Budget Director in budget planning.
4. Assists departments in the development of strategic plans and performance measures. Assists in updating and serving as the custodian of the County Strategic Plan. Assists in developing performance measures by setting meetings, explaining the process for developing goals and objectives, and assists with linkage to overall County Strategic Plan.
5. Conducts surveys and evaluations as needed. Conducts research on issues such as revenue opportunities and losses, legislative changes and other issues, and presents findings to the Budget Director. Prepares written reports related to these areas, varying in length from one to several pages.
6. Prepares and enters budget adjustments to the integrated financial system. Also performs various budget status reconciliations.
7. Provides technical assistance to operating departments. Resolves budgeting and fiscal software questions and performs other projects or tasks as requested.
8. Assists departments in grant applications, primarily in the projection of wage and fringe rates. Sets up grant budgets. Amends budgets when required by changes in grants.
9. Supervises and trains part-time budget intern(s).
10. Performs other duties as assigned.

**Other Functions:**

11. None listed.

*An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** Bachelor's Degree in public administration, finance, accounting or related field.

**Experience:** One to two years of experience as a financial or management analyst, preferably in a governmental setting with knowledge of governmental accounting. Experience or coursework to include financial analysis (spreadsheets, charts, etc.) and policy analysis with written reports.

**Other Requirements:** None listed.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements:** *(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):*

Ability to access departmental files.

Ability to enter and retrieve information from computer.

Ability to lift and/or move budget printouts and other materials weighing up to 20 lbs.

**Working Conditions:**

Works in office conditions.