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. Analysts are assigned a number of County agencies and/or capital programs and are responsible for coordinating and developing recommendations on resource allocation activities and issues throughout the year. In addition to development and administration of the $4 billion annual budget, analysts work on special projects. Examples of these projects include:

- developing funding plans for capital improvement programs;
- analyzing proposed service enhancements and 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 proposed State and Federal legislation;
- analyzing agency processes to identify opportunities to streamline and increase productivity;
- assisting agencies in development and improvement of performance measures.

CAREER PROGRESSION
As management and analytical skills grow, Budget and Management Analysts are eligible for promotion to higher-level Analyst positions. Former Analysts also hold Program Manager, Assistant Director and the Director positions in the Office of Management and Budget.

SALARY AND BENEFITS
The Budget and Management Analyst starting salary is $56,793. The County’s benefit package includes:

- employer-funded health insurance for employee (depending on the choice of plan) and employer-funded subsidy of family coverage;
- three weeks of vacation/administrative leave;
- ten paid holidays and two personal days annually;
- employer contribution to Florida State Retirement System;
- 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, interpersonal and communication skills.
- passion for analyzing data and developing solutions to complex problems.

TO APPLY
Please send a resume and both undergraduate and graduate transcripts (unofficial transcripts and/or copies of transcripts are acceptable) by March 20th to: mgelman@broward.org; or mail to the Office of Management and Budget, 115 South Andrews Avenue, Room 404, Fort Lauderdale, Florida 33301; or FAX to 954-357-6364.

Visit our web site at http://www.broward.org/Budget/Pages/Default.aspx
### 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 also conducts fee studies, process improvement studies, operation reviews, performance measurement reviews and legislative analysis.

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 18th largest county in the U.S. with an ethnically diverse population of more than 1.7 million and 31 municipalities, the largest of which is the City of Fort Lauderdale. The County is governed by a nine-member Board of County Commissioners, elected from single-member districts.

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 and even rodeos. Cultural opportunities, including performing arts, museums, and ethnic and music festivals are abundant. Broward is the home of many institutions of higher learning including Florida Atlantic, Florida International and Nova Southeastern Universities.

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 Museum of Art, the Museum of Discovery and Science, highly acclaimed restaurants and other entertainment opportunities.