

FISCAL AND POLICY ANALYST
County of Santa Barbara, County Executive Office
\$75,136 - \$112,704

The above salary range reflects the range at which the position will be offered.

The full salary range goes up to \$135,662

Santa Barbara County is seeking a **Fiscal and Policy Analyst** to work within the County Executive Office (CEO), Budget and Research Division. We are seeking a candidate with municipal background, and exceptional customer service and analytical skills **and a desire to make a difference**.

THE DEPARTMENT

Working for the CEO's office is an exciting opportunity for the right candidate who wants to work in the heart of County administration. The CEO's office is responsible for implementing policy directives from the Board of Supervisors, overseeing operations of 22 County Departments and working with various community organizations and constituents. Working in this capacity you will have opportunity to comprehensively view the County operations and assist in achieving our goals and objectives. Although budget administration and policy are a big part of the work, you will also be involved in various projects where you will perform research, forecasting, data analysis, report on trends, prepare public presentations, respond to requests from the Board of Supervisors, and provide recommendations to decision makers. ***The CEO's office is the place to be if you are interested in understanding County Government at the top level and making a difference in the community.***

THE POSITION

The Fiscal and Policy Analyst reports directly to the Budget Director and is an at-will* position. The Fiscal and Policy Analyst is typically assigned a portion of the Departments to directly support them on fiscal and policy matters and become intricately involved in these departmental planning processes, programs, projects, fiscal challenges and monitoring of their success in organizational performance.

The Ideal Candidate will be an experienced fiscal and policy analyst with a municipal background. The Employment Standards for the Position are:

- A Bachelor's Degree in accounting, finance, business, public administration, economics statistics, political science or related degree (Master's degree highly desirable)
- Two to five years of progressively responsible experience in fiscal, organizational and resource analysis (desirably in a like-sized, municipal organization)
- Extensive knowledge of financial budgeting and management principles, practices and procedures; quantitative and qualitative policy analysis techniques; planning methodologies such as data collection, forecasting, modeling and alternative analysis techniques
- GFOA certification is attractive

Ideal Candidates will also have the ability to:

Fiscal & Policy Acumen / Technical Expertise:

- Provide fiscal advice and technical assistance in the preparation of multiple Department's annual budgets
- Develop and monitor performance of the Departments' budget throughout the year
- Evaluate proposed Departments' operational and fiscal strategic and budgetary plans
- Ensure assigned Departments' budget and performance align with County objectives and Board Policy

- Review prospective programs, funding increases, new initiatives, capital expenditures and provide recommendations to assist with the funding of new or existing programs
- Perform research, forecasting, create reports and prepare presentations
- Assist in recommending program cuts, and reallocation of funds
- Assist with long-range financial planning, specialized studies, and special projects
- Demonstrate a sound understanding of municipal funding sources and codes: State and Federal funding, Grants, Medicaid, etc., and California Government Code Title 3 and other relevant codes
- Use municipal financial systems to extract, analyze and present data
- Estimate future County and departmental funding requirements
- Intermediate to advanced experience with MS Excel, and familiarity with municipal financial systems

Leadership / Customer Orientation

- Assist the Budget Director, CEO and other top managers with analysis of proposed plans, projects and budgets, and provide recommendations
- Take ownership on projects
- Have a customer service focus
- Take pride in delivering quality services to a variety of internal customers
- Build effective relationships
- Be **Committed** to meeting the expectations and needs of customers

Communications / Interpersonal Skills

- Exceptional writing skills that represent data and report findings to intended audience effectively
- Experience with PowerPoint and the use of graphs, charts and tables to effectively communicate data
- Keep Budget Director, CEO, and assigned departmental managers informed of deviations in Departments' performance compared to approved budget
- **Influence** others to affect successful outcomes and navigate effectively through political challenges
- Work and communicate successfully with others
- Uphold public trust through leading with integrity and unquestionable **Ethics**
- Demonstrate **Craftsmanship** through vision, innovation and creativity
- Be a **Resilient** leader who is adaptable, takes action, leads by example and is self-reliant
- Effectively incorporate a strong business sense and financial acumen to public service
- Demonstrate **Intensity** while achieving results and accomplishing goals

APPLY ONLINE:

- Apply at www.sbcountyjobs.com and attach a resume and cover letter
- **This recruitment will close on August 10, so apply ASAP**
- **Questions?** Please contact your recruiter, Wendi Brown, at:
 - wendi@wbrowncreative.com
 - 541-858-0376 (direct)