



CITY OF OAKLAND EMPLOYMENT OPPORTUNITY

PRINCIPAL FINANCIAL ANALYST

SALARY: \$100,738 - \$123,698 Annually

New employees typically start below mid-range. Currently, there is an average of one mandatory business shutdown day per month

Benefits: health, dental, vision, 2.7 @ 55 retirement, and other generous benefits

Recruitment Opens: June 17, 2009

Deadline to Apply: Apply immediately - Open until filled or when a sufficient number of applications are received.

THE POSITION

The City Administrator's Budget Office is recruiting for the position of a Principal Financial Analyst. Under direction of the Budget Director, the incumbent leads the development of City's operating, capital and redevelopment agency budgets; supervises preparation and administration of the City's budget and fiscal policies; oversees analysis of policy, managerial, operational, budgetary and financial issues affecting the City of Oakland, including the Capital Improvement Program; administers the City's performance measurement and benchmarking efforts; provides analytical support in negotiations with the City's labor unions; supervises budget and analytical staff; and performs other tasks as assigned by the Budget Director. This position is unclassified and is not governed by Civil Service Rules.

Typical duties include, but are not limited to, the following:

- Lead Budget Office review of annual departmental budget proposals for compliance with the City's budget policies, City Council goals, departmental goals and revenue estimates.
- Lead an inter-departmental process to review and select for funding capital improvement requests.
- Participate in departmental budget hearings with the Mayor and City Administrator.
- Coordinate production of the Mayor's Proposed Policy and Oakland Redevelopment Agency Budgets for presentation to the City Council and production of the Adopted Policy and Redevelopment Agency Budgets.
- Assist with the development of the City's five-year Capital Improvement Program and status reports to the City Council.
- Administer the City's performance measurement and benchmarking efforts, including participation in the ICMA benchmarking program.
- Coordinate, direct and perform complex policy, managerial, operational and budgetary analysis, including salary & benefits analyses and MOU costing.
- Supervise budget and analytical staff, including recruiting / hiring and terminating as needed; setting performance expectations; checking on assignments; conducting performance reviews and following up with appropriate managerial actions; etc.
- Represent the Budget Office in a highly professional capacity at various meetings and events.
- Act on behalf of the Budget Director in his or her absence.

MINIMUM REQUIREMENTS FOR APPLICATION

Any combination of experience and education that demonstrates possession of the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: A Bachelor's degree from an accredited college or university in public or business administration, economics, finance or a closely related field. A Master's degree in a related field may be substituted for one year of the experience requirement.

Experience: Five years progressively responsible experience performing trend, financial, and operations analysis, forecasting, and budgeting in a local government or other complex fiscal organization including one year of supervisory or lead experience.

Required Knowledge, Skills, and Abilities: The ideal candidate will demonstrate:

Knowledge of: principles of governmental, and preferably municipal, budgeting; modern techniques of budget development, monitoring and execution in a local government environment; research techniques, methods and procedures, including financial and trend analysis; Federal and state programs related to municipal affairs; principles and practices of organization and management; and principles of effective supervision and training.

Ability to: assume responsibility for budget activities on multiple, diverse and complex projects; perform complex analytical work; supervise, train and evaluate staff; meet short deadlines and deal with high levels of stress; prepare and present oral and written reports; exercise sound independent judgment within general policy guidelines; and establish and maintain effective work relationships with those contacted in the performance of required duties.

The City of Oakland has a Generous Management Benefits Program that includes:

- **2.7 @ 55 PERS retirement benefit**
- **Health plan fully or partially-paid, depending on choice of plan**
- **Dental plan and orthodontics for employee and dependents**
 - **Vision plan for employee and dependents**
 - **Life insurance**
- **Management leave, vacation leave, sick leave and holidays**
- **Deferred compensation plan and Credit Union services**

HOW TO APPLY

**Submit a letter of interest and résumé to:
City of Oakland, Office of Personnel
Attention: Principal Financial Analyst
150 Frank H. Ogawa Plaza – 2nd Floor
Oakland, CA 94612**

**This job announcement and additional employment information is available on-line at:
www.oaklandnet.com/government/jobs**

Apply Immediately – Open until filled or at such time when a sufficient number of applications are received

The City of Oakland is an Equal Opportunity / ADA employer

