



## CITY OF SEATTLE

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### Budget and Operations Analysis Manager (Mgr 2 - FB&A)

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<b>SALARY:</b>	\$36.02 - \$44.80 Hourly
<b>LOCATION:</b>	Seattle Justice Center, 600 5th Ave., Seattle, Washington
<b>JOB TYPE:</b>	Classified Civil Service, Regular, Full-Time
<b>SHIFT:</b>	Day
<b>DEPARTMENT:</b>	Municipal Court of Seattle
<b>BARGAINING UNIT:</b>	Not represented
<b>CLOSING DATE</b>	01/15/13 04:00 PM Pacific Time

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#### POSITION DESCRIPTION:

The Municipal Court of Seattle processes more cases than any other municipal court in the State of Washington. This position reports to the Court's Director of Finance and Administrative Services and functions as a member of management team that provides analytical, budget and project management support for the Court. Working with judicial officers and the management team, this position is responsible for developing, monitoring and managing the Court's operating budgets. The position works with the City Budget Office and Finance and Administrative Services Department related to budget information and general ledgers.

This position also conducts and oversees projects and studies which improve financial operations, ensures the quality of financial and statistical information, assists Court management team with the financial planning, program cost benefit analysis, emerging organizational needs and service directions. The Budget and Operations Analysis Manager may lead or co-lead division or Court-wide projects. The range of duties is broad and may include, but is not limited to budget, staffing, resource analysis using qualitative and quantitative statistical measures, and report writing.

#### JOB RESPONSIBILITIES:

- Develop Court's operational budgets, monitor expenses and revenues and support the Court Leadership Team and division managers in developing and managing expenses and budgets.
- Manage the collection and reporting of data related to Court's financial and operational transactions, information in Municipal Court Information System (MCIS) and other statistical measures.
- Conduct research and analysis that informs leadership team of budgetary change options to Court's operations or facilities.
- Recommend evaluation methodology and conduct objective and independent analysis regarding strategic direction, policy, organizational, and operational issues.
- Analyze Court staffing trends, maintain position control, and conduct operational efficiency studies.
- Negotiate and maintain interdepartmental operating agreements and vendor contracts.
- Develop and implement EEO goals for vendors and consultants. Review contracts and provide contract oversight.
- Perform other duties as assigned that support the overall objective of the position.

## QUALIFICATIONS:

- Bachelor's degree in finance, accounting, public administration, business administration, or equivalent experience focused on high level analytical thinking within finance field.
- Minimum of three years of professional experience and/or combination of education and training, including:
  - Developing and managing budget of an organization with \$25 million or above.
  - Coordinating projects including making recommendations and utilizing qualitative and quantitative techniques for measuring program outcomes and organizational effectiveness.
  - Evaluating programs and operations, and conducting budget research or cost benefit analysis.
  - Directing and supervising the work of subordinate staff or matrix management team members, to include but not be limited to scheduling, staffing and supervising work activities; and conduct performance evaluations of subordinate staff.
  - Minimum of three years work experience requiring advanced skills in using Microsoft Excel and Access for data manipulation, analysis, and reports.

## ADDITIONAL INFORMATION:

### Desired Qualifications:

- Candidates with a Master's degree in public administration, business administration, finance, or a related field are highly desired.
- Experience with the City of Seattle's Summit or other large financial management system.
- Excellent organization skills, the ability to manage multiple projects and prioritize workload to meet deadlines. Ability to deal with changing priorities and to shift quickly between projects.
- Proven experience in conducting research and using qualitative and quantitative methodologies to analyze data and to develop recommendations to address issues or solve problem.
- Experience in developing briefing materials and presenting information to elected officials.
- Ability to plan and facilitate meetings, engage in critical thinking and relationship-building, and lead work groups through analysis of complex issues.
- Experience negotiating contractual agreements.
- Excellent written and oral communication skills with technical and non-technical audiences.
- Strong customer service and interpersonal skills are essential. Ability to communicate effectively at all levels of the organization and with a diverse work force.

### Additional Information & Questions:

For more information on the Seattle Municipal Court visit: [www.seattle.gov/courts](http://www.seattle.gov/courts). For questions about this recruitment please contact Personnel Specialist, Kristy Hulverson, 206-233-7201.

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APPLICATIONS MAY BE FILED ONLINE AT:  
Job #2012-02152

<http://www.seattle.gov/jobs>  
BUDGET AND OPERATIONS ANALYSIS MANAGER (MGR 2 - FB&A)  
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If you are unable to apply on-line you may submit a paper application by the closing date to our office.

OUR OFFICE IS LOCATED AT:  
Seattle Municipal Tower  
700 5th Avenue, Suite 5400  
Seattle, WA 98104  
206-684-8088  
[Careers@seattle.gov](mailto:Careers@seattle.gov)



**The City is an Equal Opportunity Employer that is committed to diversity in the workplace. The City is a Drug Free Workplace.**

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## Budget and Operations Analysis Manager (Mgr 2 - FB&A) Supplemental Questionnaire

\* 1. Which best describes your highest level of education?

- HS Diploma or GED
- Some college
- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Professional Degree (e.g. Juris Doctor)
- Doctorate Degree

\* 2. What area of study was your highest level degree in?

\* 3. How large of a budget have you managed for at least three years?

- No experience managing a budget
- Less than 10 million
- 20 to 24 million
- 25 to 30 million
- 30 million and above

\* 4. How many years do you have in budget management, cost benefit analysis, and/or financial analysis?

- No experience
- 1-2.5 years
- 3-5 years
- 5-8 years
- 8+ years

\* 5. What sort of tools (software, resource materials, etc.) have you used to do qualitative and quantitative analysis?

\* 6. Select the best answer to describe your years of experience as a supervisor or manager.

- No experience
- Less than 12 months
- Between 1 and 2.5 years
- Between 3 and 5 years
- Between 5 and 10 years
- Over 10 years

\* Required Question