

**CITY OF SOUTHFIELD
JOB OPPORTUNITY ANNOUNCEMENT**

The City of Southfield is currently seeking qualified candidates for the following full-time career position:

JOB CLASSIFICATION: Budget Analyst I - Parks & Recreation

SALARY RANGE: TPOAM Grade I Pay Range: \$43,529 - \$53,578 Excellent benefit package, including medical, dental, vision, life insurance; defined benefit pension; holidays, vacation, and more

REPRESENTATIVE JOB DUTIES

- Responsible for the financial management of the Parks & Recreation Department Budget.
- Coordinates activities of Parks & Recreation Department by performing certain accounting, organizational and administrative functions; answers citizen inquiries regarding Parks and Recreation functions.
- Provides detailed statistical analysis of programs, purchases, performance, etc. Writes detailed reports; responsible for budget preparation and monitors budget performance; Some grant writing and reporting.
- Develops, plans and implements projects, recordkeeping and management systems; maintains interaction with other support departments.
- Assists in development and assembling of department policy, department documents, productivity measures, performance standards and bid specifications; assists department coordinators with implementation and statistical data for programs.
- Perform related duties as required.

JOB REQUIREMENTS – AS DETERMINED BY THE CITY OF SOUTHFIELD

- Bachelor's degree or equivalent experience in Business Administration, Management or Accounting.
- Three (3) years related experience sufficient to produce knowledge of department and operations.
- Demonstrated proficiency with computer operation including, spreadsheets, database, programs.
- Effective written and oral communication skills, excellent organizational and analytical skills are essential.
- Ability to take direction and carry out instructions without supervision.
- Ability to recognize and analyze problems, plan and develop alternatives and effective solutions.
- Must possess the ability to perform high volume, multi-task duties during peak periods in an accurate and timely manner.
- Significant problem solving and organizational skills and the ability to work well under deadline pressure.
- Ability to pass a battery of related and computer skill tests.

The selection process will include a review of the applicant's experience for posted requirements, a criminal history and driving check, a skills test, and an oral board interview. Each step of the process must be passed before the applicant will be moved to the next step. Applicants will be invited to further participate in the selection process based on the nature and extent of their related experience.

APPLY AT: City of Southfield, Human Resources Department
26000 Evergreen Road, Southfield, MI 48076

Complete application package may be downloaded from the City's website at www.cityofsouthfield.com

**City of Southfield application packets must be received in the Human Resources Dept no later than 5:00 p.m.
Friday, March 8, 2019**

This announcement is only a summary of the position, its duties, job requirements and compensation. Further information is available from the Human Resources Department. The City of Southfield does not discriminate in its employment or any other programs or activities on the basis of sex, race, color, age, height, weight, marital status, national origin, religion, arrest record, physical or mental disability, family status, sexual orientation, gender identity or any other protected category. We provide reasonable accommodation for qualified individuals with a disability if requested.

AN EQUAL OPPORTUNITY EMPLOYER M/F/V/H, DRUG FREE WORKPLACE

vrDATED: February 7, 2019



Individuals with special needs who may require assistance with the application process should contact the Human Resources Department at (248) 796-4700 (voice) or via email at hrsupport@cityofsouthfield.com if auxiliary aids or services are needed. Reasonable advance notice is required.