

COUNTY OF COOK



Bureau of Human Resources
118 N. Clark Street, Room 840
Chicago IL 60602

Job Code: 0295
Job Title: Administrative Analyst V
Salary Grade: 023
Bureau: Bureau of Finance
Department: Budget and Management Services
Dept. Budget No. 014
Position I.D. 9500262
Shakman Exempt

Characteristics of the Position

General Overview

As a senior member of the staff, handles the more complex and critical elements of reviewing budgetary requests from County departments and agencies. Reports directly to the Budget Director or Deputy Director of Operations Management to provide concise and timely information for presentation and review of the budget and Annual Appropriation Bill. Assumes primary responsibility for key areas of the department, such as developing replacement policy for specialized categories of equipment.

Key Responsibilities and Duties

Meets with and assists the Director of Budget and Management Services and Deputy Director of Management Operations. Offers assistance on special projects and discusses changes in the preparation of the budget.

Assists other staff member (analysts) in MIS functions, such as data entry, reading of reports, and the ordering of reports.

Performs special project analysis on costing services; such as sheriffs security for courtrooms.

Serves as direct liaison between the Budget department and MIS. Knowledgeable of all aspects regarding the budget as it relates to the County mainframe. Attends all meeting with MIS analysts and programmers.

Coordinate extensively with major Cook County departments in their budget formation each fiscal year. Analyze each budget request (by account) and prepare preliminary departmental budgets. This includes verifying each budget request by account to determine the validity and justification for dollars requested.

Review, recommend, and initiate various methods, policies, procedures for enhancing budget preparation and analysis. Such as developing a Cost Allocation Plan for county reimbursement of Indirect Costs for the management of federally funded grant programs.

Responsible for heavy data entry at certain times during the budget cycle, particularly the reclassification of positions.

Knowledge, Skills and Abilities

Knowledge of municipal finance, including the issuance of general obligation bonds.

Ability to prepare and design complete, clear and accurate reports for management and commissioners.

Skill in compiling data in database form such as paradox or access.

Knowledge of accounting, specifically fund accounting.

Ability to evaluate and prioritize multiple assignments in an efficient and timely manner.

Minimum Qualifications

Possession of a high school diploma or GED certificate plus a minimum of one (1) year of experience working in an administrative capacity **OR**, graduation from an accredited college or university with a Bachelor's degree.

Preferred Qualifications

Master's degree in finance, accounting or business administration.

Five (5) years' experience in the administration, analysis and review of budgetary, revenue or other financial resources.

Prior supervisory or managerial work experience.

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The duties listed are not set forth for purposes of limiting the assignment of work. They are not be construed as a complete list of the many duties normally to be performed under a job title or those to be performed temporarily outside an employee's normal line of work.